



Rocky Mountain

EVENT PLANNING FORM (EPF)

INSTRUCTIONS:

- A. Fill out this form and attach ALL FILES NEEDED.
- B. EMAIL to ONE of the following people for approval:
 1. Current Communications Director
 2. Executive Vice President
 3. President
- C. They will return the signed form to you, and will forward it to Robyn for implementation.

EVENT TITLE:

CONTACT INFORMATION

Requester's NAME(s):

Requester's EMAIL(s):

Requester's PHONE #(s):

REQUESTED DEADLINE INFORMATION

Date EVENT LIVE on WEBSITE:

Date REGISTRATION LIVE on WEBSITE:

Date REGISTRATION to CLOSE on WEBSITE:

Date for CONSTANT CONTACT Transmission and Reminders:

Date for FACEBOOK BLOG Posting and Reminders:

Date and Filename of "By Invitation Only Event" SPECIAL GUESTS to be EMAILED:

Dates requested for REGISTRATION REPORTS: Reports will be sent to "Requester(s)" names above unless otherwise noted here.

EVENT INFORMATION

Date of Event:

Time of Event: *(include start and end times)*

Short Event Description:

Approx. 2 to 3 sentences Attached file name:

Event Long Description: *No word limit (This file can include extended wording, photos, videos, and links)*

Attached file name(s):

Name of Speaker(s) / Moderator(s):

Speaker(s) / Moderator(s) EMAIL Address(es):

Include this information ON THE WEBSITE?

Yes No

Speaker(s) / Moderator(s) PHONE #:

Include this information ON THE WEBSITE?

Yes No

Will a Speaker / Moderator BIOGRAPHY be added to the website? Attached file name:

Can the Power Point or other data from the event be posted on the Website? Attached file name(s):	
Is the entire Event a "by invitation only" Event? If so, it will have a URL that you can share with specific guests, but it will NOT show up on the website viewed by the general public	
Will there be a SPONSOR for this Event? If yes, please include Logo and Contact Information.	
Any SPECIAL INSTRUCTIONS not covered on this form?	
LOCATION INFORMATION	
Event Location: (name of facility)	
Event Address:	
Event Main PHONE #:	
Will there be a Food / Drink available? If so, supply the menu here: (this is important to furnish ASAP, as many people have allergies)	
PHOTOGRAPHER: Will there be a photographer at the event? If so, provide the photographer's name and email so that I can contact them after the event and obtain the photos for archive on the website in past events.	
Will Approved Local Media or PAO Attend? Please attach approval and "signed form with NDIA-RMC rights to review before print".	
Will there be AWARDS presented at the Event?	
SECURITY INFORMATION	
Is a Security Clearance Required?	
Level: S, TS, TS-SCI	
SMO Code:	
Additional VAR Instructions:	
FSO PHONE:	
FSO EMAIL:	
Event Facility POC NAME:	
Event Facility POC PHONE:	

POC INFORMATION

Event POC from NDIA-RMC: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event POC from NDIA-RMC - PHONE #: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event POC from NDIA-RMC - EMAIL: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC - PHONE #: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC - EMAIL: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PRICING INFORMATION

Total Number of Seats Available:	
Event "Ticket" Price(s):	
NDIA Member Price:	
Non-Member Price:	
Government Price:	
_____ Price: (please indicate other special pricing)	
_____ Price: (please indicate other special pricing)	
Will there be FREE Guests: (hidden registration page for specific guests)	
Will Spouses of Speakers/Moderators, Special Sponsors and/or VIP's be required to use the Website Registration Process? If so, Is their Pricing Discounted?	

NDIA-RMC OFFICER APPROVAL The section below to be filled out by an NDIA-RMC Officer for APPROVAL.

**ALL sections above must be complete & ALL files attached before submission.
Any additions or changes to the form after approval may be EMAILED directly to Robyn.**

Name/Title:	Date:
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