

Document: CBLR Event - #1586

Date Recorded: 3-30-2019 07:03:17

Submitted By: Jacquelin Thomas

Q1. Please enter the following for the Event/Workshop Leader: First Name, Last Name

Client: Jacquelin**Division:** Thomas

Q2. Email Address of Workshop Leader

Email:

Q3. Name of Event:

Welcome Reception... Hawaiian Style

Q4. Description of Event (This will appear in the Schedule if selected):

Join Jacquelin Thomas and the rest of the CBLR Board members as we welcome the retreat attendees with a Hawaiian style reception. Light refreshments will be served

Q5. List authors who will participate in this event:

CBLR Board Members

Q6. What is the maximum capacity this event can hold? Guestimate:

Input

Q7. Will you need audio/video assistance for the event: microphone, speakers, etc.?

No, none will be needed.

Yes, but I will bring the AV equipment

Yes, I will need microphone & speakers

Yes, I will need a projector.

Q8. We would like an event to have refreshments. The event as you have proposed it will it have refreshments?

No Refreshments

Yes, it will be a treat like cookies that I will bring prepackaged for participants.

Yes, the event will need light refreshments. Please send a quote for the number of participants for this event.

Yes, the event will need a meal. Please send a quote for the number of participants for this event.

Q9. Are you looking for others authors to partner with to help you with this event?

No, the event is complete. No additional members are needed.

Yes, I am looking for more authors for 3 more authors.

Yes, I am looking for more authors for 2 more authors.

Yes, I am looking for more authors for 1 more authors.

Q10. Do Not Edit this field: Selected #

100

Q11. Do Not Edit this field: Start Time of Event:

18:30

Q12. Do Not Edit this field: End Time of Event

20:00

Q13. Do Not Edit this field: Day of Event

1

Q14. Do Not Edit: Room/Venue Number

1

Q15. Additional Comments:

Input