Chapter Event Proposal

Do you have an idea for a free event that would benefit our members?

Use this form to explain your idea so we can determine how it fits in with our chapter's mission and will benefit our members. Submit it to commrelations@atdiowa.org at least 5-6 weeks prior to when the event might take place. Once reviewed, a member of our committee will be in contact to discuss your idea.

Your Name:

Daytime Phone:

Cell Phone:

E-mail Address:

Are you a chapter member?   Yes   No

Program Title:

Program Description: (*will be used for marketing purposes*)

Presenter(s):

Proposed Date:

Proposed Time:
A specific date and time are not required to submit your proposal, but an approximate date/time frame and the time of day you think would be best are helpful.

Estimated Cost (to host the event):
We must know in advance if the chapter will incur any cost to host this free event.

How will this program build talent development knowledge and skills or a sense of community for members?

Keep in mind that by submitting this proposal, you are agreeing to help coordinate and promote this event. This includes:

Establish a date and time for the event and secure a location at least 5 weeks prior to the selected date.

Provide this and other information needed to promote the event to our committee.
Please note: *If we cannot send out the first announcement at least 4 weeks prior to the event, you may be asked to reschedule to a later date.*

Make sure any required equipment is available at the event.

Verify who will print/provide handouts or other materials.

Reconfirm all arrangements with the presenter, location and our committee 1-2 weeks out and just prior to the event.

Our committee can provide a list of restaurants or organizations willing to provide free meeting space to organizations like ATD. We will also post the event on the chapter web site, promote it using emails and social media, provide you with registration updates, and provide nametags at the event. And we are always available to answer any questions you may have.