



## GFWC California Federation of Women's Clubs ITINERARY REQUEST FORM, 2026-2028

Itinerary No. \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Confirmed \_\_\_\_\_ Regret \_\_\_\_\_  
Request for: \_\_\_\_\_ CFWC Position: \_\_\_\_\_  
Requested by: \_\_\_\_\_ Title: \_\_\_\_\_  
Name of Requesting District/Club: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

### **EVENT DETAILS**

Start Date \_\_\_\_\_ Start Time \_\_\_\_\_  
End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Type of Event: Convention \_\_\_\_\_ Area Conf \_\_\_\_\_ District Meeting \_\_\_\_\_ Club Meeting \_\_\_\_\_  
Other \_\_\_\_\_ (describe: \_\_\_\_\_)

Anticipated Attendance: \_\_\_\_\_

Is request for: Speech \_\_\_\_\_ Topic: \_\_\_\_\_ Time allotted \_\_\_\_\_ (min. 20 minutes)  
Workshop \_\_\_\_\_ Topic: \_\_\_\_\_ Time allotted \_\_\_\_\_

Dress Code: \_\_\_\_\_

Speaker Photo/Bio Needed: Yes \_\_\_ No \_\_\_ By what date? \_\_\_\_\_

Event Location (name of venue) \_\_\_\_\_

Street Address \_\_\_\_\_

Special Parking available? Yes \_\_\_ No \_\_\_ Is Media Coverage planned? Yes \_\_\_ No \_\_\_

Microphone/Lectern? Yes \_\_\_ No \_\_\_ Projector? Yes \_\_\_ No \_\_\_ Screen? Yes \_\_\_ No \_\_\_

Nearest Airport: \_\_\_\_\_

Speaker will be met by \_\_\_\_\_ Title \_\_\_\_\_ Ph \_\_\_\_\_

Accommodation plans: \_\_\_\_\_

### **Please mail or email completed request to:**

Deborah Latasa, CFWC Itinerary Chair  
13510 S. Union Road  
Manteca, CA 95336

Email: [deblatasa@gmail.com](mailto:deblatasa@gmail.com) / 209-815-1944