



GFWC California Federation of Women's Clubs
ITINERARY REQUEST FORM

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:

Edie Seger, CFWC Itinerary Chair
PO Box 2062
Julian, CA 92036

Email: edie@juliantea.com / Ph: 760-525-8139