



GFWC California Federation of Women's Clubs

Member of the GENERAL FEDERATION OF WOMEN'S CLUBS INTL

Serving Our Communities Since 1900

ITINERARY REQUEST FORM

Itinerary No. _____ Confirmed _____ Regret _____ Submission Date: _____

Request for: _____ Request from: _____

District/Club Requesting: _____

Address: _____ Phone: _____

Email: _____ Starting Date: _____ Time: _____

Type of Event: Convention ___ Club ___ District ___ Other _____

Speech/Workshop: _____

Adjournment Date: _____ Time: _____

Place of Event (Name of facility) _____

Address _____

Special Parking: Yes ___ No ___ Nearest Airport: _____

Type of Dress: _____ Guest Involvement: _____

Time Allotted: _____ Anticipated Attendance: _____

Mic/Lectern Available: Yes ___ No ___ LED Projector: Yes ___ No ___ Screen: Yes ___ No ___

Photo/Bio Desired Yes ___ No ___ Media Coverage planned: Yes ___ No ___

You will be met by _____ Telephone _____

Accommodations have been planned as follows: _____

E-Mail or Send this form to:

Linda Daniels-Lima, 20820 Huckleberry Ln., Fort Bragg CA 95437

email: limalin1516@mcn.org Phone: 707-734-4324