



# 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@yahoo.com Phone: 707-734-4324