



# GFWC California Federation of Women's Clubs

Member: GENERAL FEDERATION OF WOMEN'S CLUBS INTL

## ITINERARY REQUEST FORM

Serving Our Communities  
Since 1900

Itinerary No. \_\_\_\_\_ Confirmed \_\_\_\_ Regret \_\_\_\_ Submission Date: \_\_\_\_\_

Request for: \_\_\_\_\_ Request from: \_\_\_\_\_

District/Club Requesting \_\_\_\_\_ Address: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Time \_\_\_\_\_ Phone No.: \_\_\_\_\_

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:**

Diane Lindwall, CFWC Itinerary Chair, 5865 Friars Rd #3308, San Diego CA 92110

E-Mail: [dianelindwall@yahoo.com](mailto:dianelindwall@yahoo.com) Phone: 619-297-5113