

**MSEA EVENT FORM**  
( for newsletter website calendar)

**MSEA 'EVENT" WEB PAGE INFORMATION**

|                               |                   |  |  |  |                              |
|-------------------------------|-------------------|--|--|--|------------------------------|
| Event Presented By:           |                   |  |  |  |                              |
| Event Name:                   |                   |  |  |  |                              |
| Event Tag Line [If Appl]:     |                   |  |  |  |                              |
| Date(s):                      |                   |  |  |  |                              |
| Time(s):                      |                   |  |  |  |                              |
| Location: Place Name:         |                   |  |  |  |                              |
| Address 1:                    |                   |  |  |  |                              |
| Address 2:                    |                   |  |  |  |                              |
| City, State, Zip Code:        |                   |  |  |  |                              |
| Class Capacity:               |                   |  |  |  |                              |
| Speaker:                      |                   |  |  |  |                              |
| Topic:                        |                   |  |  |  |                              |
| CPE Credit:                   | <b>Fed Hours:</b> |  |  |  | <b>CA Hours:</b>             |
| CTEC Course #:                |                   |  |  |  |                              |
| Lunch Included:               | <b>Yes:</b>       |  |  |  | <b>No:</b>                   |
|                               | <i>Early Bird</i> |  |  |  | <i>Regular &amp; At Door</i> |
| MSEA Member Price:            |                   |  |  |  |                              |
| Non Member Price:             |                   |  |  |  |                              |
| Early Bird Date:              |                   |  |  |  |                              |
| Registration URL:             |                   |  |  |  |                              |
| Contact Name/Office:          |                   |  |  |  |                              |
| Contact Phone Number:         |                   |  |  |  |                              |
| Contact Fax Number [If Appl]: |                   |  |  |  |                              |
| Contact Email Address:        |                   |  |  |  |                              |

**MSEA 'EVENT" WEB PAGE SPEAKER BIOGRAPHY**

|   |  |
|---|--|
| <p>Speaker Biography<br/>[50 Words or Less]</p> |  |
|---|--|

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( for newsletter website calendar)

**MSEA 'EVENT" WEB PAGE SEMINAR / CLASS / MEETING DESCRIPTION**

|  |  |
|--|--|
| Seminar / Class / Meeting<br>Description<br>[50 Words or Less] |  |
|--|--|

**MSEA 'EVENT" WEB PAGE ADDITIONAL COMMENTS - INFORMATION**

|  |  |
|--|--|
| Event Additional<br>Comments - Information<br>[50 Words or Less] |  |
|--|--|

**MSEA PROJECTED INCOME & EXPENSE**

|                         |  |
|-------------------------|--|
| Revenue                 |  |
|                         |  |
| Speaker(s)' Fee         |  |
| Facility Rental         |  |
| Food & Beverage         |  |
| Postage                 |  |
| Materials               |  |
| Other                   |  |
|                         |  |
| Projected Profit        |  |
|                         |  |
| Project Requestor Name: |  |
| Name/Office:            |  |
| Address 1:              |  |
| Address 2:              |  |
| City, State, Zip Code:  |  |
| Email Address:          |  |
| Phone Number 1:         |  |
| Phone Number 2:         |  |
| Fax Number:             |  |
| Email Address:          |  |

Distribute to:   
 **Committee**   
 **MSEA**   
 **MSEA**   
 **MSEA**   
 **Newsletter**   
 **Web**  
                     **Chair**       
                     **President**       
                     **Treasurer**       
                     **Office**       
                     **Editor**       
                     **Director**