



PROGRAM HOST APPLICATION

CAI-CT is proud to present educational and social events throughout the state for community association managers, board members and homeowners. If you have facility that you would like to offer as a possible location for a future program, please submit the following information to us.

Contact Person:

- o Name: _____
- o Association/Company: _____
- o Address: _____
- o City: _____ Zip code: _____
- o Phone: _____ Fax: _____ Email: _____

Location:

- o Facility Name: _____
Address: _____
City: _____ Zip code: _____
- o How many people would your space accommodate? _____
- o How many parking spaces are available? _____
- o What are the hours/days the facility is available? _____
- o Is the space handicapped accessible? _____
- o Would you be able to provide refreshments? _____
- o Is there a specific topic you wish to host? _____
- o How many attendees from your group/organization do you expect? _____

Generally, we ask that the host provide the following:

- o Chair set up for the attendees
- o Front table and chairs for the speakers
- o Registration table for CAI-CT at the entrance
- o Sponsor table near the entrance for any possible sponsors

Thank you for your interest in hosting a CAI-CT event. We appreciate your generosity and look forward to speaking with you soon.