



# AIA LONG BEACH / SOUTH BAY

A Component of the American Institute of Architects  
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## EVENT PROPOSAL SUBMISSION DETAILS

- **Submission date: Telephone:** ( \_\_\_\_ )
- **Submitted by:**
- **Organization/Firm:**
- **Email:**

## EVENT DETAILS

- **Title:**
- **Anticipated Date:**
- **Time:**
- **Venue:**
- **Venue Secured? Yes** \_\_\_\_ **No** \_\_\_\_
- **Learning Units available for AIA Members:** \_\_\_\_ **NO** \_\_\_\_ **YES** (if yes, how many: \_\_\_\_\_)
- **AIA CEU Registered Provider Name and Number:**  
\_\_\_\_\_
- **Event Flyer to be provided in pdf to AIALB/SB? Yes** \_\_\_\_ **No** \_\_\_\_

**TAG LINE** (*in 25 words or less, briefly summarize the event*)

## DETAILED EVENT DESCRIPTION

*(attach additional documents or supporting materials as needed, be sure to include names of potential guest speakers)*

## FINANCES

- **Attendance fee for AIA Members:** \$ \_\_\_\_\_

- **Attendance fee for non-AIA Members:** \$ \_\_\_\_\_
  
- **Financial expectations of AIALB/SB:** \$ \_\_\_\_\_ AIALB/SB Board  
Approved? \_\_\_\_\_
  
- **Projected income from Sponsors:** \$ \_\_\_\_\_
  
- **Projected TOTAL INCOME from event:** \$ \_\_\_\_\_
  
- **Projected TOTAL EXPENSES from event:** \$ \_\_\_\_\_
  
- **Projected NET INCOME to AIALB/SB:** \$ \_\_\_\_\_

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