

Event Information

Rev. 12/30/2014



Date Form Received:

Before beginning please save this document.
Please fill out the requested information
and e-mail as an attachment to:
education@edenalt.org

For help with this form or to request a new form, please call 585-461-3951

NAME/TYPE OF EVENT:

EVENT DATES: From: To:

Please check dates for local and/or statewide events that might affect attendance.

**We normally need an 8 week minimum lead time for events*

Main Contact Person for This Event: Title:

E-Mail: Main Phone:

Call for Directions Contact Name: Contact Phone for Directions:

Open to the Public & Promoted or Closed & Private: Maximum # of people room will accomodate:

Name of Eden Educator Requested:

HOST INFORMATION

Host Organization: Co-Host:

Location of Event: Address:

City: State: Zip Code:

Main Phone: Time Zone:

HOTEL ACCOMODATIONS IF HOSTING AN OPEN/PROMOTED EVENT:

Please list options for reasonable lodging within a short distance of the workshop site:

Hotel: Hotel Phone:

Website: Address:

Hotel: Hotel Phone:

Website: Address:

SHIPPING INFORMATION

Ship to Organization: Shipping Contact:

Ship to Address: City:

Shipping Contact E-Mail: State: Zip:

Shipping Confirmation- Please include e-mail to receive FedEx notifications

Main Phone: Alternate Phone:

Do you have internet access at the training site? Yes/No

For Certified Eden Associate Training, The Everyday Creativity Video is available online.

You will receive the link with your confirmation.

We will send the DVD if you do not have internet access. It must be returned after use. Return shipping will be provided.

Please enter any additional information below: