**CWAC Event Proposal**

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| **Full Name** |  |
| **Email** |  |
| **Contact Number** |  |
| **Circle Event of Interest** | **Coffee & Conversations | Happy Hour** **Guest Speaker | Info Session/Class | Other** |
| **If Other, Suggested Title for Event** |  |
| **Purpose of Event (less than 20 words)** |  |
| **How do you plan to create dialogue at your event?** |  |
| **Expected # of Participants (Estimate)** |  |
| **Would you like to limit attendance to a certain number? \*** |  |
| **Suggested Location, Date, Time, if known\*\*** |  |
| **Instructions for Next Step** | * Complete and submit event planning document
* Confirm event time/date with CWAC staff
* Promote the event via email/social media
	+ As we will promote your event, please share our post so we will be able to tag and notify you once it goes live.
* Pick up our resource basket and sign-in sheets at the CWAC office: 2218 Divine Street, Columbia; please drop off at the same location within one week of the event.
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\* If so, this will be the host responsibility for RSVP; Not recommended unless space is limited.

\*\* For **Coffee and Conversations**, we recommend the following quarterly dates: Oct. 15 for 2019 and Feb. 4, May 5, Aug. 4, Nov. 3 for 2020. For a **Happy Hour** event, you may also consider helping plan our ‘New Member Happy Hours’ in 2020 on January 7, April 7, July 7 and October 6. Additional Happy Hours will be approved at the discretion of CWAC leadership.