



## Host Form

Host Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrator Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Host Institution: \_\_\_\_\_

Date of Session: \_\_\_\_\_ Program Start Time: \_\_\_\_\_ Program End Time: \_\_\_\_\_

Will you be charging a fee (check one)?    YES    NO    If yes, how much? \_\_\_\_\_

Session Location/Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Additional Location Information (specific door to enter, parking lot etc. to help people when they arrive):  
\_\_\_\_\_

Invitations: if you would like to limit invitees to certain groups, divisions or coaching levels, please indicate your preferences:  
\_\_\_\_\_

Please attach or send a separate list of potential attendees if necessary. Both WBCA member and non-members are welcome to attend.

Size restriction: If you wish to limit the number of attendees, provide your max number: \_\_\_\_\_

On-site contact(s) other than yourself: \_\_\_\_\_

Please fax this completed form to 770-279-8473 or email to Kara Hess at [whiteboard@wbca.org](mailto:whiteboard@wbca.org).

