



CBC Host Request Form

This form helps us to support both your event and our CBC hosts. Please return the completed form by email (preferred) to patti.glesby@cbc.ca.

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| Date of Request: | |
| Name of Organization: | |
| CBC Host Requested: | |

Event Details:

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| Full Name of Event: | |
| Date of Event: | |
| Start time and duration (include doors open, and actual start time): | |
| When does host begin and end their role: | |
| Is there a pre or post reception? If so, is host expected to attend? | |
| Location of Event: Street address, room number if applicable | |
| Other participants (i.e. Speakers): | |
| Event sponsors, if applicable: | |

Event Contact Information:

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| Contact Person: | |
| Title: | |
| Phone Number: | |
| Email: | |

Description of Event: (Please include a timeline/programme)

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| <i>Please provide a detailed description of your event (i.e. is it an event on its own, or is it part of something larger, like a panel discussion within a conference).</i> |
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Description of CBC Host Duties

Introduction of keynote speakers, including biographical information? Are there co-MC(s)? If so, who? Is there audience interaction? Does the host/MC moderate a discussion? (i.e. moderator, auctioneer, host, emcee etc.), Welcome and introduction? Wrap up?

Audience

Please describe the general make-up of the audience (age range, special interests, numbers expected). Is it ticketed, open to the public, invitation only etc.?

How and when is your event being publicized?

(Paid Media, posters, e-mail blasts, newsletters, internet site, upcoming events and meetings, other?)

Is it possible to have the following visibility associated with event?

- Host photo in event program
- Host photo on event website
- Host Bio in event program
- CBC Logo in event program/publicity
- CBC logo on event website

Other:

Notes for requestors:

- Hosts cannot sell tickets
- A host booking does not mean PSA time
- Information about how to file a PSA into our on-line community calendar
- The organization should make every effort to mention the CBC host in any promotional material including media releases, websites, newsletters etc.

CBC will supply to accepted events:

- Updated photo and bio of host, if requested
- A short informational blurb to be used in mail-outs/e-newsletters
- Correct logo for usage on print materials and on websites
- Information about how to file a PSA into our community calendar on-line
- A pop-up banner and ancillary CBC informational handouts, when appropriate. Banner and information will be sent to primary contact, which will arrange for appropriate display. Banner will be returned to CBC by primary contact.