

COMMITTEE CONFERENCE REQUEST FORM

Complete all sections of this form and submit to the attention of the Executive Assistant at the CUPE Saskatchewan Office **no less than six (6) months prior** to the date of your proposed event. All requests will be forwarded to the Table Officers and Executive Board for consideration.

Date of submission: _____

Standing Committee: _____

Committee members: _____

Purpose of proposed conference: _____

Proposed dates of conference: _____

Proposed location of conference:

List venue options in order of preference.

Venue(s): _____

City/Town: _____
City/Town: _____

TENTATIVE AGENDA

Detail below the tentative agenda of the proposed conference. The agenda will be subject to modification and revision.

Date:	Date:	Date:
Morning activities:	Morning activities:	Morning activities:
Lunch:	Lunch:	Lunch:
Afternoon activities:	Afternoon activities:	Afternoon activities:
Evening activities (if any):	Evening activities (if any):	Evening activities (if any):

HOTEL / VENUE REQUIREMENTS

Expected number of participants: _____

Please indicate the number and type of meeting rooms required, how those rooms should be set up, and which specific dates and times each meeting room should be booked.

<input type="checkbox"/> LARGE PLENARY ROOM (#) _____ Room set-up: <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Banquet (rounds of 6 or 8) <input type="checkbox"/> Other: _____ Days/times needed:	<input type="checkbox"/> BREAKOUT ROOMS (#) _____ Room set-up: <input type="checkbox"/> Classroom <input type="checkbox"/> Boardroom <input type="checkbox"/> Hollow Square <input type="checkbox"/> Banquet (rounds of 6 or 8) <input type="checkbox"/> Other: _____ Days/times needed:
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OTHER REQUIREMENTS AND ACTIVITIES

Please indicate what support and resources may be required from the CUPE Saskatchewan Office.

- ☐ Name badges
- ☐ Photocopying of materials (please list) _____
- ☐ Conference kits/folders (please list) _____
- ☐ A/V equipment (please list) _____
- ☐ Production of conference-specific resources (please list) _____
- ☐ Other: _____

List any plans for day-time breaks, meals, evening activities, and all other events:

EXPENSES

Please list the estimated, itemized budget for the proposed conference in the space provided below.

Your committee is required to draft and submit a finalized budget a minimum of six (6) weeks prior to your event to the attention of the Secretary-Treasurer. As per *The CUPE Saskatchewan Constitution*, the event registration fee will be determined based on budget information provided and recommendation of the Secretary-Treasurer.