

Seminar and Conference Approval Form



Seminar Name: _____
Sponsored by: _____
Date(s) requested: _____
Site: _____
Location: (City, State) _____

Hotel contract signed? Yes No
Liability insurance? Yes No
Are you charging a fee? Yes No
Has a budget been completed? Yes No
Open to non-PTG members? Yes No
Attendance goal: _____

Contact Info

Name: _____
Address: _____
City: _____ **State:** _____ **Zip:** _____ **Country:** _____
Phone: _____
E-mail: _____
Event web site: _____

Date of Application: _____ **Signed:** _____

Instructions

Please Note:

- PTG only allows one regional conference for any given date. Check for available dates on the Events list on the web at www.ptg.org.
- Regional conference dates two months before and two months after convention will not be approved. Chapter seminar dates one month before or after convention will not be approved.
- All expenses for the activity listed above are the responsibility of the event sponsor.
- A seminar planning handbook is available online at www.ptg.org in the Member Area under Chapter Resources. Refer to PTG Board Policies VI.A. for detailed conference and seminar policies.

Mail, fax or e-mail a copy to the Home Office, keeping a copy for your own files. The Home Office will obtain all necessary signatures and notify the sponsor when the event has been approved.

Piano Technicians Guild

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Office Use Only

Received by Home Office: Date _____ By _____
Regional Vice President: Date _____ By _____
PTG Vice President: Date _____ By _____