

# 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  
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](http://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](http://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 \_\_\_\_\_