

CHAPTER GUEST ATTENDANCE FORM

Chapter Information

Submission Date *(mm/dd/yyyy)*

Submitted By

Title

Chapter Name

Chapter Chair

Chapter Chair Signature

Person(s) requested to attend

Alternate person requested to attend

Event Date *(mm/dd/yyyy)*

Start Time

End Time

Venue

Location

Description of Event

Primary Event Type *(Check one)*

- Chapter ACM Education/Training
- New Member Recruitment Outreach (College/Business)
- Committee Updates (MES/RPP) Other

Please describe event.

NOTE: 15 days advance notice is required before event date.