**FERMILAB EVENT HOSTING QUESTIONNAIRE**

1. **Name of Event** Click here to enter text.**:**
2. **Start Date:** Click here to select a date. **End Date:** Click here to select a date.
3. **Location of Event:** Click here to enter text.
4. **Brief Description of Event Agenda and Targeted Audience:**

*Click here to enter description (text box will expand).*

1. **Estimated Number of Attendees:** Click here to enter text.
2. **What % of Attendees or Speakers do you anticipate will come from Other DOE Labs?** Click here to enter %.
3. **Will You Need Conference Planning Services \*** Choose response.

*\* Required for events with registration fees*

1. **Will There Be An Event Website?** Choose response.
2. **Do You Plan To Charge a Registration Fee?** Choose response.
3. **Will You Collect Payment Online?** Choose response.
4. **Will this Event Occur Again at Fermilab in the Future?** Choose response.

**EVENT ORGANIZER CONTACT INFORMATION: EVENT ADMINISTRATIVE CONTACT:**

**Name:** Click here to enter text. **Name:** Click here to enter text.

**Phone Number:** Click here to enter text. **Phone Number:** Click here to enter text.

**Email Address:** Click here to enter text. **Email Address:** Click here to enter text.

**Please complete & return this form to:**