WORKSHOP ORDER FORM

1. Workshop Information

Title: ________________________________

Date: ________________________________

Location (city): ________________________________

Facility (name): ________________________________

Time: ________________________________

Registration Fee for Members: ________________

Registration Fee for Non-Members: ________________

Map: (Attach Map / Directions)

Professional Credits / Contact Hours Available: ________________

Program Description:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Target Audience:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Speakers (Name, Title, Company)

Agenda (Include all breaks in schedule; attach additional sheet if necessary)

Evaluation Form:  ☐ Electronic  ☐ Paper

Mail to:  ☐ WEASC  ☐ SCAWWA  ☐ Attached (send electronic version in Excel or CSV format)

☐ SC Engineers  ☐ Bio WW Ops  ☐ P/C WW Ops  ☐ Water Ops  ☐ Distribution Ops

☐ Midlands Utilities (includes elect, gas, etc.)  ☐ NPDES Facilities  ☐ Drinking Water Systems

☐ Surface Water Systems  ☐ WWTPs  ☐ Colleges & Universities (NC, SC, GA)  ☐ WUC

2. Facility Information:

Contact Person: ____________________________________________

Address: __________________________________________________

____________________________________________________________________

Phone: ___________________________ Fax: _____________________________

Email: ____________________________
3. Meals and Breaks during workshop/school:

List types of drinks/snacks for breaks: ______________________________

______________________________________________________________

______________________________________________________________

List number of breaks planned during workshop/school: ____________

List menu requested for breakfast (if planned): ______________________

______________________________________________________________

______________________________________________________________

List menu requested for lunch (if planned): _________________________

______________________________________________________________

______________________________________________________________

4. Audio/Visual Equipment Room Set-Up Request

List quantity and type of A/V Equipment needed for each room: _______________

______________________________________________________________

______________________________________________________________

(Send diagram of requested room setup to facility contact)
Budget Worksheet: (electronic version available on WEASC website under Committee Chair Resources)

(Attach additional sheet if necessary)

<table>
<thead>
<tr>
<th>Estimated Expenses</th>
<th>Quantity Needed</th>
<th>Unit Cost</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room</td>
<td></td>
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<tr>
<td>Breakfast</td>
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<tr>
<td>Breaks</td>
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<td>Lunch</td>
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<tr>
<td>A/V Equipment</td>
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<tr>
<td>Speaker Expenses</td>
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<tr>
<td>Printing &amp; Postage</td>
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<tr>
<td>Other Expenses (List)</td>
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<tr>
<td>Legacy of Learning contribution ($5/attendee)</td>
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<tr>
<td>Sponsor/exhibitor fees</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Income</th>
<th>Quantity</th>
<th>Income per Unit</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Paid Attendees</td>
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<tr>
<td>Other (List)</td>
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</table>

Gross Revenue

Estimated Net Revenue: \(\text{(Est. Income) minus (Expenses) = (Net Revenue)}\)

Estimating costs for Printing / Postage:

1. Printing Cost for typical one page flyer:
   - For WEASC only: $600
   - For WEASC and SCAWWA: $900
   - For SCAWWA only: $400

2. Mailing Cost for typical one page flyer:
   - For WEASC only: $400
   - For WEASC and SCAWWA: $550
   - For SCAWWA only: $180

Revised June 2010