

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)

(Attach additional sheet if necessary)

Estimated Expenses	Quantity Needed	Unit Cost	TOTAL
Meeting Room			
Breakfast			
Breaks			
Lunch			
A/V Equipment			
Speaker Expenses			
Printing & Postage			
Other Expenses (List)			
Legacy of Learning contribution (\$5/attendee)			
Sponsor/exhibitor fees			

Estimated Income	Quantity	Income per Unit	TOTAL
Anticipated Paid Attendees			
Other (List)			
Gross Revenue			

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

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