

# Building Products Field Event Promotion Form

Hosting a Conklin field event? Tell us about it! Just fill out the following form, and we'll be happy to feature your event in the Building Products Newsletter.

Title of Event: \_\_\_\_\_

Intended Audience: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Featured Speaker(s)/Speaker Credentials:

\_\_\_\_\_  
\_\_\_\_\_

Topics That Will Be Covered:

\_\_\_\_\_  
\_\_\_\_\_

Cost of Event / Amenities Included (i.e., breakfast, lunch, dinner, literature, etc.):

\_\_\_\_\_  
\_\_\_\_\_

RSVP Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number \_\_\_\_\_

E-mail \_\_\_\_\_

*Please fax this form to chandra blackwell: 952-496-4208 or email to [chandra.blackwell@conklin.com](mailto:chandra.blackwell@conklin.com)  
In order to guarantee timely coverage, please submit information about your event 45 days in advance.*