

Trip Itinerary

Date:

Individual(s) you are requesting to attend the event:

Event Information

Requested by:

Event Name:

Event Start Date:

Event End Date:

Main Event Location Name:

Address (Street, City, State, Zip):

Contact/Event Coordinator:

Office Phone:

Mobile Phone:

Email:

At-A-Glance Schedule-Please include detailed information including the topics and issues, dress attire, and other key information for **each day and time for each of the events**.

Presentation Information

Role (check all that apply): Keynote Brief Remarks Installation Award Presentation

Audience (check all that apply): Members Other Housing Stakeholders (specify)

Media Other

Approximate Number Attending:

Time Allotted for Remarks: Speaking Time: Q & A Time:

Item(s) Addressed in Remarks:

HBA Requested Items to Address in Remarks:

Audience Member(s) to be Recognized in Remarks:

Media Coverage Expected (check all that apply): Photo Op Newspaper TV Radio Webinar/Webcast

Any Additional Information:

Hotel Information

Will the host cover the expense for housing for this event? Yes No
Will the host make arrangements for housing? Yes No
Is there a Room Block Code for reservations? Yes No List Code Here

Hotel Name:

Address (Street, City, State, Zip):

Phone #:

Confirmation #:

Air/Train/Sedan Service

Trip Leg 1

Date

Service

Departing Time

Arriving Time

Trip Leg 2

Date

Service

Departing Time

Arriving Time

Arrival/Departure Transfer N/A

Person to Meet Officer:

Title:

Mobile Phone #:

Email:

Greeting Location: Gate Baggage Claim Other, specify:

Airport Name:

Distance from Airport to Hotel: Time: Approximate Miles:

Onsite Transportation: N/A

Mode of Transportation: Private Car Limo Service Taxi

Other:

Update:

Notes:

Please email request form to Cyndi McKinley at cmckinley@nahb.org.

Once the Executive Office reviews your request, you will be notified within seven (7) working days after the form has been received.