

# 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 Antonisha Brown at [abrown@nahb.org](mailto:abrown@nahb.org).

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