# New Program / Event Application Form

**AMERICAN SOCIETY OF INTERIOR DESIGNERS**
NEW YORK UPSTATE/CANADA EAST

*ASID*

*\*\*Applications must be submitted at least 8 weeks before the program/event start date\*\**

## Check which Event Type you are applying for:

ASID Sponsored ☐     ASID Promoted ☐

*\*\*All Fields on Page 1 are Required\*\**

### Applicant Information

Name: _____

Email: _____

Phone Number: _____

Affiliation with ASID: _____

Program / Event Name: _____

Program Description : _____

_____

_____

_____

_____

Program / Event Start Date : _____

_____

Program / Event Length : _____

_____

Target Audience : *ex: Students, Emerging Professionals, Industry Professionals etc.* _____

_____

_____

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*\*\*Fill All Applicable Fields\*\**

Program / Event Location : _____

_____

Program / Event Income  _____

    Sponsor Donations : _____

    Cost to ASID Members : _____

    Cost to Non-ASID Members : _____

Program Expenses: *(ex: venue, rentals, food, beverages, presenter, signage etc.)*

_____

_____

_____

Budget Requested from Chapter *(Requires approval from Board of Directors. Contact admin for next meeting date)* :

_____

List Any Contracts Required

*(Contracts signed by ASID NYU/CE must be approved by ASID National. Contracts must be submitted 3 months in advance)* :

_____

_____

List Any Insurance Requirements:_____

_____

_____