



CalHFA Event Request Form

CalHFA's Single Family Lending Division supports our affordable housing partners outreach efforts to potential home buyers and real estate professionals by providing CalHFA product knowledge and expertise to workshops, conferences, housing fairs, seminars and meetings. CalHFA promotes equal access to affordable financing for all low and moderate income families throughout the state of California.

NOTE: All requests for on-site speakers or booth staff are subject to availability of CalHFA staff and the number of attendees invited to the event. Webinar presentations may also be available.

Please submit a completed CalHFA Event Request form at least 30 days prior to an event with any event flyers or invitations attached.

Organization Information

Sponsor	
Host <i>(If different from sponsor)</i>	
Additional affiliated organizations	
Contact	Name Title
Contact Phone Number	
Contact Email Address	

Event Information

Event Title	
Audience	
Proposed Dates/Times	1 st Choice: 2 nd Choice:

Event Information (Cont)

Event Location	Venue Street City County	State	Zip
Number of Expected Attendees			
Advertising/Outreach Plan	<input type="checkbox"/> Newspaper <input type="checkbox"/> Mail Flyers <input type="checkbox"/> Other Explain:		
Preferred Presentation Style	<input type="checkbox"/> Classroom <input type="checkbox"/> Podium/Speech <input type="checkbox"/> Other Explain:		
Power Point Presentation Required	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Webinar Presentation	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Audio/Visual Requirements	<input type="checkbox"/> Microphone <input type="checkbox"/> Speakers <input type="checkbox"/> Projector <input type="checkbox"/> Projector Screen <input type="checkbox"/> Laptop <input type="checkbox"/> DVD Player <input type="checkbox"/> Lighting		
Other Information/Comments			

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