

## Collins Virtual - Event Description Form

06.26.2022

Check all appropriate boxes below.

### 1. Type:

- ☐ Virtual
- ☐ In- Person
- ☐ Hybrid (mix of virtual and in-person)

### 2. Format:

- ☐ Meeting
- ☐ Panel
- ☐ Webinar
- ☐ Event
- ☐ Interview
- ☐ Film screen
- ☐ Other: \_\_\_\_\_

### 3. Presentation style:

- ☐ LIVE
- ☐ Recorded for later playback

### 4. Your role:

- ☐ Host
- ☐ Guest speaker
- ☐ Panel member

### 5. Additional Services Information Request:

- ☐ Organizational support
- ☐ Producer support
- ☐ Technical supervising
- ☐ Multi-media production
- ☐ First time event
- ☐ Support for transforming previous in-person event to virtual event

Please print name, sign and date the form below. Email this form to:

collinsvirtual@gmail.com

Include "CV Event" plus (last name) in email subject line.

Client Name (Print) \_\_\_\_\_

Client Signature \_\_\_\_\_ Date \_\_\_\_\_