



# Northern California Historically Black College and University Alumni Associations Coalition

PO Box 24781 Oakland, CA 94615-9719

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## EVENT PARTICIPATION REQUEST FORM

To request the Northern California HBCU Alumni Associations Coalition membership participation to attend or speak at an event or meeting, please complete this form or provide the following information. While some details may not be immediately available we appreciate your making every effort to submit this form and information at least 12 weeks before your event. A member of the administrative team will contact you as soon as possible to let you know our availability and participation.

PLEASE PRINT IN BLACK OR BLUE INK ONLY

### EVENT DETAILS

Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Host: \_\_\_\_\_

Event Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Event Start Time: \_\_\_\_\_ AM or PM Event End Time: \_\_\_\_\_ AM or PM

Contact Person: \_\_\_\_\_

Contact Phone: ( ) \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

What is the purpose of this event? What are the desired outcomes?

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Is there a theme or topic of this event?

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Who is expected to attend and how many people do you anticipate attending?

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Will any media be in attendance?

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Will this event be videotaped? Will the tape be made available to others? How will it be shared?

Please return this form via the following methods:

- Email your request to:  
[admin@northerncaliforniahbcuc.org](mailto:admin@northerncaliforniahbcuc.org)
- OR

- Mail your request to:  
NCBAHBCUC  
Attn: Events  
PO BOX 24781  
Oakland, CA 94615-9719