



Workshop Request

External Affairs & Education Division

866-275-3772 seminars@fppc.ca.gov

Please complete the form below, save it in PDF format, and e-mail it to: seminars@fppc.ca.gov. Note that we attempt to accommodate all requests, however, completion of this form does not guarantee that we will be able to schedule the workshop requested. Please contact us at the e-mail address above if you have further questions. Thank you for your interest in FPPC Training!

Contact Information:

Name: _____ Agency: _____

Address: _____

Phone: _____ Cell Phone: _____ E-Mail: _____

If contact person at workshop is different than noted above, please provide:

On-Site Contact: _____ Contact Cell: _____

Topic:

- SEI filing officers
- SEI filers
- Campaign filing officers
- Candidate/treasurer (election date: ____/____/____)
- Other _____

Workshop Date/Time:

- 1st choice (date) _____
- 2nd choice (date) _____
- 10 a.m. – noon
- 1 - 3 p.m.
- 7 - 9 p.m.
- other _____

Workshop Location:

Venue: _____

Address: _____

Location/Room: _____ How many does the room hold: _____

of expected attendees?* _____

**Fewer than 25 attendees could result in cancellation of a scheduled workshop.*

Workshop Equipment:

- Can you provide: Laptop Yes No
 Microphone Yes No
 Projector Yes No *(must be provided if FPPC staff travel by air to location)*

Can you receive an e-mailed PowerPoint presentation and make presentation copies for attendees?
 Yes No

Will technical staff be available at workshop to ensure that equipment is working properly?
 Yes No

Travel:

Can agency pay for travel and related expenses to bring FPPC staff to workshop? Yes No