



## Greater Annapolis Design District (GADD) Promoted Events

Events promoted by the GADD are hosted by a member at their business or a third-party location. The venue and topic of the event must be well suited or aimed towards the GADD Membership. Such events include networking after hours, open houses, Continuing Education Units, Lunch/Dine & Learns, etc. All financial and contractual responsibilities for these events fall to the hosting member. The event will be promoted by the GADD at no cost if the event meets the GADD's standards. The requirements include:

- Application reviewed and approved by the GADD Board of Directors.
- Venue, vendors, and presenters booked by the Member host.
- All financial responsibility and liability fall to the Member host.
- Member host provides all information (marketing information/flyer) to the GADD in a timely manner (preferably 5-8 weeks in advance).
- Events will be promoted by the GADD at multiple times on multiple media platforms.
- To receive RSVP's, hosts can either provide an email address to receive real-time attendee responses directly OR the GADD can set up an Eventbrite invite and track the RSVP's and forward the list to you.

**Check which event you would like to host:**

**Business after Hours (BAH)** \_\_\_\_\_

**Open House (OH)** \_\_\_\_\_

**Lunch/Dine & Learn (L/DL)** \_\_\_\_\_

**Continuing Education Units (CEU)** \_\_\_\_\_ \*Please note that you'll need to capture information from the attendees to report the CEU (Interior Designers report to NCIDQ and Architects report to AIA) or present a certificate that they'll self-report (the presenter should be able to help you with this information). The certificates can be emailed after the CEU event, if it's not possible to print them at the time of the event.

### BUSINESS INFORMATION

**Name** \_\_\_\_\_

**Company Name & Address** \_\_\_\_\_

**Company Phone Number** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_

**Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Program/Event Name** \_\_\_\_\_ **Program/Event Date** \_\_\_\_\_

**Program/Event Hours** \_\_\_\_\_ **Program/Event Location** \_\_\_\_\_

**Program Description** \_\_\_\_\_

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**Date Received & Initialed** \_\_\_\_\_ **Logo Sent** \_\_\_\_\_ **Marketing Flyer Received** \_\_\_\_\_

**Eventbrite RSVP Link** \_\_\_\_\_