

2009 archi[CHAT] - Host Application

HOST INFORMATION

Company Name* _____

Point of Contact: _____

Address: _____ City: _____ State: _____

Zip: _____ Phone: _____ Fax: _____

Email: _____ URL: _____

* *Please list your company name EXACTLY as you want it to appear on all marketing materials.*

VENUE INFORMATION

Project Name* _____ Project Type _____

Project Description _____

(incl. sq. footage) _____

Address: _____ City: _____ State: _____

Zip: _____

**Please attach any photos or illustrations that help explain your project.*

Please acknowledge the following host's responsibilities:

- I understand only AIA San Diego members-in-good-standing are eligible to host an AIA San Diego archi[CHAT].
- I understand that this is *an application* and that final selection of venues is to be made by the archi[CHAT] Committee.
- The host is responsible for providing food/beverage/hospitality at their venue (for approximately 40-70 guests). The archi[CHAT] Committee will contact the host 24 hours prior to the event to confirm RSVPs.
- Instructions for parking shall be provided by the host for inclusion in all marketing materials.
- The archi[CHAT] Committee shall provide wine glasses as well as signage for the venue and conduct all marketing activities.

Company Representative: _____

Signature: _____

Title: _____ Date: _____

Applications, questions, and comments should be submitted to:

The archi[CHAT] Committee
via email at archichat@aiasandiego.org