

**EVENT AGREEMENT FORM FOR FBA CHAPTER EVENTS AT THE LEVIN COURTHOUSE**

Thanks for your willingness to put on a program on behalf of our Chapter with the FBA. To help ensure smoothness in the Courthouse preparation for your event, please complete and return the below form as soon as possible but at least one week in advance of your event.

EVENT NAME: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

LOCATION IN THE COURTHOUSE: \_\_\_\_\_

Point of Contact for the Event: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Please advise whether you will be bringing in equipment (audio visual or other and describe if so):  
\_\_\_\_\_

Preferred Room Set-Up (horseshoe, classroom, etc): \_\_\_\_\_

Is a table needed outside of the Detroit Room for Registration: \_\_\_\_\_

Is a podium needed? \_\_\_\_\_

Will there be a speakers panel and if so, how should the front of the room be set-up:  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated number of guests/participants: \_\_\_\_\_

Names of people who will need to bring in their laptops: \_\_\_\_\_  
\_\_\_\_\_

(Note: for wifi questions or other IT questions, please email Crystal Flood at [crystal\\_flood@mied@uscourts.com](mailto:crystal_flood@mied@uscourts.com) and cc: [fbamich@fbamich.org](mailto:fbamich@fbamich.org)

\*\*\* Please note that we are guests in the Courthouse and that you are responsible for your own clean up of the room that you use. Making sure that the trash is thrown away, the counters are wiped off, etc. is your responsibility.

Any other concerns or questions, please detail below:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you,  
Mindy Herrmann  
Executive Director  
FBA Eastern District of Michigan