

Kansas FCCLA Event Details Form

District Advisers complete and submit to share details for the State Officers & Peer Education Teams assigned to your FLC.

Event Information

District: _____

Date(s): _____

Event Location (Venue & Address):

Estimated Attendance: _____

Contact Information

District Adviser Name: _____

Email: _____

Cell Phone: _____

Schedule & Agenda

Event Start Time: _____

Event End Time: _____

Arrival Time Requested for State Officer/Peer Ed Members: _____

Please attach a **detailed event agenda or schedule** if available.

Assigned Roles

Please indicate what role(s) State Officers and Peer Education Team members will have at your event:

☐ Welcome or Opening Remarks

☐ Workshop or Breakout Session – Presentation Length: _____

☐ Keynote – Presentation Length: _____

☐ Other (please describe): _____

Share what technology is available during presentations:

Logistics & Hospitality

Dress Code: State Officers – Official Dress, Peer Education – Slacks and Peer Ed shirt

Meals Provided: ☐ Yes ☐ No

If yes, please specify which meals: _____

Travel/Arrival Notes or Special Instructions:

Submission Deadline: please submit a minimum of 4 weeks prior to your event

Email to: state officer, State Adviser (sdandres@ksu.edu), Peer Education Coordinator (hcorley@usd365.org)