

**REQUEST TO PROVIDE LUNCH & LEARN PROGRAM
FOR AIA CENTRAL OKLAHOMA MEMBERS**

Company Name: _____

Company Contact: _____

Address: _____

City, State, Zip: _____

Phone: _____ **Fax:** _____

Email: _____

Title of the Program: _____

Short Program Description (include learning objectives): _____

All programs will be held from 11:30 a.m. – 1:00 p.m.

Desired Date of the Program: 1st _____ 2nd _____ 3rd _____

Location: _____

We request that you provide lunch for the attendees. Please indicate whether you would like to arrange for lunch or would like AIA Central Oklahoma to arrange for lunch and bill you for the cost.

_____ **We will arrange for lunch .** _____ **AIA will arrange for lunch.**

Please let us know what AV equipment you will need: _____

Any additional needs? _____

Additional information we might need to know: _____

Please email this form to aiacoc@sbcglobal.net or fax to 405-948-7397.