



Event Planning Form

Please complete form and email to Jessica Nunez at NunezJ@carefreeinsurance.net
 Jessica will contact you upon receipt. If you have not received a response, please call 786-566-6382.

****Note: Please submit 7-14 days prior in order to coordinate details for event if needed. For Plan Specific event, please refer to that Carrier for Event Submission Procedures.**

Today's Date:	
Day and Date of Event:	
Name of Event:	
Location of Event:	
Address of Event:	
Time of Event:	
Venue Contact #:	
Purpose of Event:	
Advertised Event Y/N:	
Target Audience:	
Type of Event:	<input type="checkbox"/> Informal <input type="checkbox"/> Formal <input type="checkbox"/> Educational <input type="checkbox"/> Table Top <input type="checkbox"/> Seminar
# of Attendees/Venue Capacity	
Cost:	\$
Main Language (Other than English):	
Event Sponsor(s):	
Lead Organization:	
Agent Name/Event Planner:	
Agent/Event Planner Contact #:	
Event Planner Email Address:	

NOTES/COMMENTS: