

Complete for any event, conference, sponsorship, trade show or speaking engagement requests.
 Please provide as much detail as possible to expedite approval and budgeting. Attach supporting documents as needed.
 Email completed form and any attachments to MarketingSupport@GreyCastleSecurity.com

PRIMARY DETAILS

Name of Event Start Date End Date

Website Setup Date Take-down Date

If Applicable *If Event is a Conference or Vendor Display*

Physical Address

Est. Number of Attendees Requested By

Clients, Prospects, etc. *Name, Position, Department*

BUSINESS CASE

Primary Relationship to GCS Client Partner Other

Mark all That Apply *Please Specify*

GCS Vertical Market Higher Education Healthcare Finance Technology Manufacturing Other

Mark all That Apply *Please Specify*

ICP Attendees C-Level Executives Other Level Mgmt Director Level Mgmt Non-Management

Mark all That Apply

Requesting or Providing a Speaker? Yes No

If "Yes" Please Provide Details

Why Should GCS Participate?

GCS LOGISTICS

Who Will Attend / Participate? <small>Name, Position, Department</small>	Estimated Costs? <small>Include event charges, travel, hotel, food, sponsorships</small>	
<input type="text"/>	Description	Amount
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

*Must Include **Purchase Funds Request Form** if any Costs are Involved*

GCS APPROVALS

Department Manager Name	<input type="text"/>	Date	<input type="text"/>
	Signature _____		
Director of Marketing	<input type="text"/>	Date	<input type="text"/>
	Signature _____		