



Les Dames d'Escoffier
INTERNATIONAL
San Francisco Bay Area Chapter

New Event Submission Form

Please download and complete this form with the relevant event details for your event. For more guidance, you can find a completed version of this form available for download on our website [here](#).

Please note that we ask all event hosts to provide all event collaborators' names, email, and mailing addresses to ensure open communication and express our gratitude for their participation. We ask all event hosts to send a note of thanks (handwritten or digital) to any presenters who helped make your event possible.

We request all New Event Submission Forms to be submitted AT LEAST one month in advance of your event date. Two months' advance notice is optimal to solicit ticket sales, so the sooner you submit your form, the better. Submit completed forms to the following members of the LDEI-SF Events and Communications Committees, as well as the LDEI-SF Administrator:

- lesdamessf@gmail.com
- kimberly@saltandroe.com
- aguittard@guittard.com
- kcharles@charlescomm.com

Event Details

The details you provide below will be used to craft an event registration webpage and email invitations to market your event to our membership. Please fill in the blanks below and reach out to your event Ambassador should you require assistance.

Event Title:

Event Description: *please include 3-6 sentences or bullet points describing your event*



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Event Host:

**Event Host
Email:**

**Event Host
Mailing Address:**

Event Ambassador:

**Event Ambassador
Email:**

**Event Ambassador
Mailing Address:**

Event Presenter(s): *if you are collaborating with additional event presenters, please include their full names, email, and mailing addresses*

Comp Requests: *if you feel comped admission is warranted for yourself or any collaborators or press, you're inviting to this event, please provide their full names and email addresses*

Event Type: *please select any of the following descriptors that accurately describe your event:*

Fundraising

Culinary Instruction

Casual Mixer

Food or Beverage Tasting

Meal

Educational

Personal Growth

Panel

Community Service

Virtual

Live

Date:

Time:

Location:



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Fee:

Who's Invited: *please select the following groups to be invited to this event:*

SF Dames

National Dames

Sonoma Dames

General Public

Sacramento Dames

Event Capacity:

A Note about Fundraising:

Other: *Please include any further event details you'd like listed on the registration page, including any website URL links you may wish to share with invitees*



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Social Media

We will use your event details and the event copy we're requesting below to craft social media campaigns to market your event to our membership on Instagram and Facebook. Our Communications team will finesse the copy you provide below and manage all posts on our social platforms. We suggest a minimum of 3 and a maximum of 6 posts per event. In addition to the information on this form, please submit a variety of images we can post alongside your event copy (300 dpi minimum).

Post or Story #1

Post Date:

Post Content:

Tags/Social Media Links:

Post or Story #2

Post Date:

Post Content:

Tags/Social Media Links:

Post or Story #3

Post Date:

Post Content:

Tags/Social Media Links:

Post or Story #4

Post Date:

Post Content:

Tags/Social Media Links:

Post or Story #5

Post Date:

Post Content:

Tags/Social Media Links:

Post or Story #6

Post Date:

Post Content:

Tags/Social Media Links: