



**2022 AFCA® CONVENTION  
EXTENSION ORGANIZATION EVENT REQUEST (SEE CRITERIA PAGE 2)**

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**Event Name:** \_\_\_\_\_

**Event Day/Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_  am  pm **End Time:** \_\_\_\_\_  am  pm

**Type of Event:** Private Function  Open Event  Ticket Required

**THE FOLLOWING INFORMATION IS VITAL IN DETERMINING ROOM SIZE:**

**Number of Attendees:** \_\_\_\_\_

**Room Set:** Theater \_\_\_\_\_ Banquet \_\_\_\_\_ Reception \_\_\_\_\_ Classroom \_\_\_\_\_  
 U-Shape \_\_\_\_\_ Hollow Square \_\_\_\_\_ Conference \_\_\_\_\_ Other \_\_\_\_\_

**Will you require any of the following?**

Head Table? Yes  No  If so, how many? \_\_\_\_\_

Catering? Yes  No  *If yes, see "Room Charge" paragraph.*

Riser/Stage? Yes  No  *If yes, see "Stage" paragraph.*

Audio/Visual? Yes  No  *If yes, see "Audio/Visual" paragraph.*

Other? Yes  No  *If yes, attach details to this form.*

**Room Charge** – The American Football Coaches Association will endeavor to provide meeting space to your group at no charge. If this is not possible, we will advise you in advance and you can work directly with the facilities where the convention events are being held to secure meeting space for your group. Should the space be complimentary, all additional charges, including, but not limited to catering, decorating, audio/visual, etc, will be billed directly to the contact name listed below by the facility or vendor utilized. We remind you to include these extra expenses in your meeting budget.

**Stage** – If staging is requested, the AFCA must be provided with a diagram of the room at least 45 days prior to the opening day of the convention. Since meeting space is utilized for many different events, staging can interfere with meetings prior to or subsequent to, your event. Additional time to set up or dismantle staging must be allowed for such events. Also, additional staging or extensive audio/visual needs may require a larger meeting room. All staging is subject to venue's inventory.

**Audio/Visual** – The AFCA does not provide any audio/visual equipment or services for affiliate groups. You will be provided with information on the A/V Company in-house at the hotel or facility where your meeting is scheduled.

**Would you like your business/educational event to appear in the convention program?**  
 Yes  No  Event Title: \_\_\_\_\_

**Would you like your event to appear on the electronic reader boards?**  
 Yes  No  Event Title: \_\_\_\_\_

**Would you like your event to appear on the convention mobile app?**  
 Yes  No  Event Title: \_\_\_\_\_

Contact Name \_\_\_\_\_  
 Company Name \_\_\_\_\_  
 Contact Address \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_ Contact e-mail \_\_\_\_\_

**Please return all pages of Event Request**

## Extension Organization Criteria for Convention Programming and Convention Events

### Requirements:

- Be a football organization (i.e. association, conference, league, division, AFCA approved niche group, convention partner, AFCA pre-approved educational group). All Extension Organizations are subject to AFCA approval.

### Event Guidelines:

- Extension Organization events may be held during AFCA Formal Education Programming hours provided that meetings are limited to business or niche group pre-approved education sessions.

Sunday, January 9, 2022	8:00 a.m. – 5:50 p.m.
Monday, January 10, 2022	8:00 a.m. – 5:00 p.m.
Tuesday, January 11, 2022	8:00 a.m. – 2:00 p.m.

- For niche groups and pre-approved educational groups, programming must be submitted with AFCA Extension Organization Event Request Form for approval.
- If an Extension Organization has a sponsored event, that sponsorship must first be approved by AFCA.
- Social Events (i.e. dinners, receptions) hosted by Extension Organizations may only be held during AFCA Informal Education Programming hours:

Sunday, January 9, 2022	Before 8:00 a.m.; 5:30 p.m. to midnight
Monday, January 10, 2022	Before 8:00 a.m.; 5:00 p.m. to midnight
Tuesday, January 11, 2022	Before 8:00 a.m.; 2:00 p.m. to midnight

### Event Meeting Space:

- Extension Organization Business Meetings and Niche Group Pre-Approved Education Sessions:
  - The AFCA negotiates meeting space at various hotels and convention center for our Extension Organization business meetings and pre-approved education sessions. The rooms are available to our Extension Organizations free of a room rental charge. When requesting space, note your expected attendance and room set on the Extension Organization Event Request Form. Do not contact the facility directly as all Extension Organization events must be approved by the AFCA.
  - Meeting space is reserved on a first come, first served basis; based on availability.
- Extension Organization Social Events:
  - The AFCA negotiates meeting space at various hotels for our Extension Organization social event. At this time, the rooms are available to our Extension Organizations free of a room rental charge. When requesting space, note your expected attendance and room set on the Extension Organization Event Request Form. Do not contact the facility directly as all Extension Organization events must be approved by the AFCA.
  - Meeting space is reserved on a first come, first served basis; based on availability.

### Catering:

- All catering for your event will be ordered through the venue and is at your own expense. Once we have secured your space, we will send you the catering contact information.

### Audio/Visual:

- All audio/visual requirements for your event will be ordered through the venue and is at your own expense. Once we have secured your space, we will send you the appropriate contact information.

### Decorating/Furniture:

- All decorating and furniture requirements for your event will be ordered through a designated provider and is at your own expense. Once we have secured your space, we will send you the appropriate contact information.

### Convention Program/Reader Board/Mobile App:

- Extension Organization Business Meetings and Niche Group Pre-Approved Education Sessions will be printed in the official AFCA Convention Program. You will have the right to decline this option on the Extension Organization Event Request Form.
- All Extension Organization events will appear on electronic reader boards. You will have the right to decline this option on the Extension Organization Event Request Form.
- All Extension Organization events will appear on the convention mobile app. You will have the right to decline this option on the Extension Organization Event Request Form.

**Please return all pages of Event Request**

## Terms and Conditions

- By submitting a request to use meeting space or by otherwise hosting any [Extension Organization business meeting or Extension Organization social event / Affiliate event] at the Convention, you acknowledge that your use of any space authorized by the AFCA is subject to the AFCA's right to license, market, direct, control, attend, and monitor such event. Specifically, the AFCA has the right to coordinate sponsorship, marketing, presentations and programming, subject to mutually agreeable space and time limitations, at your event.
- The AFCA's right to direct and coordinate such sponsorships, marketing, and presentations shall in no way be limited by any existing agreements you may have with any third party sponsor, supplier, vendor, or other entity or business, and you agree that you will not make any claim or allegation that any of the AFCA's actions in directing or coordinating any such matter violates any pre-existing duty or obligation you have to any third party.
- By hosting any [Extension Organization business meeting or Extension Organization social event / Affiliate events] at the Convention, you specifically agree that you will abide by all rules, guidance, and direction provided by the AFCA and its personnel and representatives, whether orally or in writing, as and when given to you. Your use of space at the Convention to host your event will not in any way limit the AFCA's rights with respect to the event space, provided that the AFCA will use good faith efforts to restrict unreasonable or unnecessary interruptions to your event.
- [Extension Organization / Affiliate] will defend, indemnify and hold harmless the AFCA and its affiliates and their officers, directors, employees, shareholders, partners, members, customers, agents, successors and assigns from and against any and all losses, damages, claims, causes of action, and expenses associated therewith (including without limitation reasonable attorneys' fees and costs of court) of any type sustained or incurred by the AFCA by reason of, relating to, or otherwise arising in connection with the AFCA's direction or coordination of sponsorships, marketing and presentations for the [Extension Organization business meeting or Extension Organization social event / affiliate event] . The indemnification obligations pursuant to this paragraph shall survive the termination of this Agreement or the conclusion of any [Extension Organization business meeting or Extension Organization social event / Affiliate event].

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Signing this form does not commit you or your group to host an event. It simply allows the AFCA staff to include your tentative event in its preliminary planning. In September, you will receive information on the meeting space available for your event, a list of contacts for the facility assigned to your event, and other pertinent information. At that time, you will be asked to commit to hosting the event.*

**Please return all pages of Event Request**