

LEADERSHIP TRAINING CENTER

HOST CITY TRAINING PROGRAM APPLICATION

City Information

City Contact Person

City

Title

Email (required)

Phone

Fax

Training Facility

Name and Address of Facility

Phone

Fax

Local Caterer

Name and Address of Caterer

Phone

Fax

1. Please read over the list below and sign.

Host City Commitment

- ◆ Work with the Leadership and Training Manager to select the date for training.
- ◆ Locate, reserve and set up the meeting facility.
- ◆ Provide coffee/soft drinks and snack for morning program and beverages only for afternoon program.
- ◆ Promote the training regionally by sending letters and making follow-up phone calls.
- ◆ Guarantee a minimum of 15 attendees from the host city and/or other areas.

Authorized Signature:

2. Select a topic from the course description list or select a topic and date from the Save the Date Calendar.

3. Make your case. Why do you want to be a host city?

Please copy and return to: NewCities Institute, c/o Rebecca Brickey, 100 East Vine Street, Suite 800
Lexington, Kentucky 40507-3700
or fax to 859-977-3703