Event Intake Form

SECTION 1: BASIC EVENT INFORMATION			
Event Owner: Nat Weber	**Event Coordinator:**		
Event Name: Taskforce Roundtable			
Event Purpose: This invite-only event is one of a few opportunities the Taskforce on Federal Consumer Financial Law's (Taskforce) Members have to hear from trade, consumer, and academics on what the group should include in the scope of their research and recommendations.			
What is the budget for this event? (Note: items on this form marked with $ indicate possible costs) The only budget item is for coffee and water. We do have budget available.			
Event Format (panel discussion, training, conference, etc.) Panel discussion			
Date: March 10, 2020	**Afternoon**	**Start Time: 3:00pm**	**End Time: 5:00pm**
Location (Onsite, $ offsite) **1700 G St NW, 6th floor Lunchroom**			
Who is the audience?* (External entities, Public, Internal to CFPB only, etc.) **External entities: Invite-only**			
How many people will attend? (Physical attendance vs. remote attendance) All Physical: 20 invitees; 5 panelists (TF members); 5 support			
Is this event reoccurring? No			
Event working group members Matt Cameron, Nat Weber, TBD			
Will the Director/Deputy Director or Chief of Staff be in attendance? Will they speak at the event? The Director has agree to provide 5 minutes of opening remarks and will then leave.			
How many event rehearsals are needed to ensure smooth execution?			

For any participants that are external to the Bureau, the Office of Security will need to be notified in advance to ensure access to CFPB buildings on the day of the event.

SECTION 2: PARTICIPANTS

Who will be participating in the event? How many people of each type will be present? What type of travel and accommodations are needed? Will anyone need parking? What type of preparatory training will they need?

Participant*	How many	$ Travel, Accommodation, Parking, Training
Presenter/Moderator	1	$0, internal (Matt Cameron)
$ Panelists	5	$0, internal
External Entities (e.g. another agency, bank, etc.)	20	Invite list attached
Public Guests		
VIPs		
CFPB Staff		
Volunteers		
Other		

**For any participants that are external to the Bureau, the Office of Security will need to be notified in advance to ensure access to CFPB buildings on the day of the event. Coordinate with the Event Owner to obtain a list of external participants and ensure Security is aware of logistics for escorting, parking, vendor access, and loading dock requirements.*

SECTION 3: EVENT ROOM REQUIREMENTS

What is the desired room layout?

Square setup would be preferable, but a head table with seating is acceptable if the room cannot fit a square setup for 30 seated participants.

How many seats are needed? 30

Does a green room (holding room) need to be reserved? No

$ What food and beverages are required, if any? (Full lunch, light refreshments)

Bottles of water and coffee for panelist and audience

What additional supplies are required for the event? Specify quantity. Items with $ indicate possible costs.

- X Name tags
- X Table tent cards
- ☐ Easels
- ☐ Doorstops
- ☐ Time cue cards
- ☐ Signage (directional, promotional, reserved parking and what each sign should say)
- ☐ $ Lighting
- ☐ Podium
- ☐ $ Stage or riser
- X Clock _Visible to table
- X Bureau flag
- X American flag
- X Flag spreader
- ☐ $ Linens
- ☐ $ Drapes

Other

SECTION 4: TECHNOLOGY REQUIREMENTS

What are the technology requirements for the event? Specify quantity. Items with $ indicate possible costs.

- ☐ $ Livestream
- ☐ WebEx
- X Mics (podium stand, lapels, wireless handheld)
  Table mics for presenters and two for attendees
- X Presentation testing/loading and clickers
  Large screen to display presentation
- ☐ External TV broadcasting on CFPB network (e.g. CSPAN would like to use CFPB network to broadcast coverage of the event)
- ☐ Photography service
- ☐ $ Live captioning service
- ☐ $ Video recording service
- ☐ $ Sound mixing service
- ☐ Remote participation from regional offices (conference room set up, dial-ins, etc.)

Other

SECTION 5: REASONABLE ACCOMMODATIONS

What reasonable accommodations are needed? Items with $ indicate possible costs.

- ☐ $ Sign language interpretation
- ☐ $ Live captioning
- ☐ $ Transcription services

Other