

**RMC Event Confirmation**

Training Date: \_\_\_\_\_

Training Title: \_\_\_\_\_

Training Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Trainer Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Co-Trainer Name: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Training Site Name of Site: \_\_\_\_\_  
Address of Site: \_\_\_\_\_  
Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_  
Emergency/Home Phone: \_\_\_\_\_

Hotel Reservation Dates: \_\_\_\_\_  
Name of Hotel: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ FAX: \_\_\_\_\_  
Confirmation Number: \_\_\_\_\_

Travel Name of Airline: \_\_\_\_\_  
Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Name of Airline: \_\_\_\_\_  
Date: \_\_\_\_\_ Flight Number: \_\_\_\_\_  
Departure Time: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Rental Car Information: \_\_\_\_\_

**Other Pertinent Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_