



If you are interested in using Advisors Back Office Support, please provide us with the following information.
(Please make sure to fill out this form COMPLETELY):

Seminar Title: _____

Seminar Presenter's Name & Title(s): _____

Agency Name: _____

Are you a GenAmerica or MetLife agent? GenAm / MetLife (circle one)

Name of Contact Person(s): _____

Agency Address _____

City _____ State _____ Zip _____

Office Phone: (_____) _____ - _____ Office FAX: (_____) _____ - _____

Email Address _____

Please list your seminar dates, locations, and time information:

Seminar Date(s) _____

Location(s) _____

Address(es) _____

Cities, State, Zip(s) _____

Lunch and/or Dinner? _____

Seminar Time(s) _____

Room Capacity _____

Please provide us with generalized directions to the seminar location using major cross streets and local landmarks:

Will you be paying for your guests parking? YES / NO (circle one)

If you are paying for the guest parking, what are the arrangements? (parking validation, valet parking, etc.)

Please give directions to the parking area:

How do you want the reservation line answered?

Once Advisors obtains the 800# for reservations, Advisors will send the 800# to your office. On Fridays following your mailing, Advisors will provide you with weekly updates of the number of reservations for each seminar. This update will be e-mailed in the form of a spreadsheet. The week before the seminar updates will be provided daily. Advisors sends confirmation cards on a daily basis.

Would you like Advisors to send out confirmation cards to attendees? YES / NO (circle one)

Would you like Advisors to make confirmation calls 2 days before the seminar? YES / NO (circle one)