



Representative Seminar/Event Approval Request

2655 1st Street, Suite 250, Simi Valley, CA, 93065
Tel (800) 213-1164 • Fax (800) 636-1302

Complete and submit this form for each seminar/event. Include all materials to be used in conjunction with the seminar/event (agenda or outline, presentation materials, handouts, attendee list, reimbursement information, etc.).

Rep Name: _____

Seminar/Event Title: _____

Date of Seminar/Event: _____

Location of Seminar/Event: _____

Are you providing meals, snacks, gifts, raffle, etc.? If yes, provide details including costs:

Will you receive reimbursements in conjunction with this seminar/event? ☐ Yes ☐ No

If yes, how much and from whom? _____

I will be using the following materials in conjunction with my seminar/event:

(If indicated please also submit for approval)

☐ Slides ☐ Script ☐ Invitations ☐ Reply Cards ☐ Flyers ☐ Handouts ☐ Tickets ☐ Banners

☐ Other(s): _____

My materials are:

☐ Self-prepared

☐ Purchased from a 3rd party provider Name of 3rd Party provider: _____

☐ Provided by a product sponsor Name of product sponsor: _____

☐ **I am submitting the above materials for use from a previously approved seminar***

*Provide the name of the seminar and date of approval: _____

If the seminar/event being submitted does not already contain the necessary disclosure information, you must add the pre-approved HBW Advisory disclaimer prior to submission.

I understand that I must submit a copy of my Attendee List, to HBWAS Compliance, within 10 days following the seminar/event.

Rep Signature: _____ Date _____

Home office Approval: _____ Date _____