



December 12, 2011

Dear Colleague,

The Texas Licensed Child Care Association Program Committee would like to extend the invitation to submit a proposal for our 2012 Spring Seminar. This training seminar will be held April 13th & 14th 2012 (Friday and Saturday) at the Hilton Houston NASA Clear Lake.

All proposals must be received into the TLCCA State Office no later than Friday January 27th 2012. Please take the time, check your calendar and submit your proposals at your earliest convenience.

Please do not hesitate to give the TLCCA State Office a call if we can be of further assistance. We look forward to working with you!

Attached is a Request for Proposal for your convenience.

Best Regards,
Tere Holmes, TLCCA

Texas Licensed Child Care Association
REQUEST FOR PROPOSAL
Spring Seminar April 13 & 14, 2012
Deadline for Return: Friday January 27th, 2012

Name of Presenter/Company:

Presentation Title:

Full Address: _____

City _____ State _____ Zip _____

Phone: _____ Fax: _____ Email: _____

Level of Presentation: Management Staff Suitable for both

Are you willing to present more than once? Yes No

I am available for: Friday only Saturday only Either Day

Please give a brief description of your presentation (use attachment if necessary):

Would you be interested in an Exhibitor's Booth Space in the Exhibit Hall? Exhibitor Booth Space requires a Fee or Complimentary Booth space may be considered as your speaker fee (Value up to \$550, TLCCA Membership not included) Yes No

Speaker Reimbursement/Fee you are requesting: _____

Short Speaker Biography (use attachment if necessary):

Audio Visual Needs or any other special requests? (Must be filled out)

Note: A request for a LCD Projector is very costly with AV companies. Please consider this when submitting your Request for Proposal.

Return To: TLCCA
5708 Hero Dr Austin, Texas 78735
512.788.1235 OR 800.937.8522 - FAX 512.899-2766