

Event Request Form

<i>Name</i>	<i>Email</i>	<i>Phone</i>	<i>Committee paying for event</i>
<i>Event Date</i>	<i>Start Time</i>	<i>End Time</i>	<i>Room(s) and/or Venue</i>

Check calendar 1st for conflicts. Start **and** end times are required by the system. Estimate if necessary.

Event Name (25 characters max) :
Age Limits (if any): Babysitting will be offered: Y N
Description : Enter below or check here () that you will email office a word document which describes your event. Word version of your flyer is fine.
Office Help Needed: If you need programs copied, supplies ordered, or anything else for your event, please describe briefly below and give at least 2 weeks notice.

Check boxes below as appropriate

	Setup Needed? (be sure to submit setup diagram to office at least 7 days before event)
	Cleanup Plans – please check one of the three options below
	Event is on Sunday or Thursday (no cleanup needed as custodian scheduled next day)
	OR we will cleanup ourselves
	OR please arrange for special custodian visit (there may be a charge for this)
	RSVP and/or Registration and/or Payment not needed. If payment needed; online registration and payment via credit card is required. To allow checks, state in your publicity that checks and registration info must be mailed to the office at least 5 days before the event registration deadline. If you also will allow at-the-door registration and payment, please try to collect cash instead of checks and deliver sorted bills (no coins) and any checks in alphabetical order by last name to the office. If this box is checked – your form is complete!

Fill out below if RSVP/Registration and/or Payment needed for event

To get a copy of each registration email check here _____. No need to set up spreadsheets based on these emails. The event system generates a spreadsheet which the office will email to you weekly or upon request.

If this event is like 95% of past events, deadlines will end up being extended. Please enter the absolute last registration date. It will be hidden from public view and set on the system as the last day that online registration can physically be done. This will save all of us time!

Public Registration Deadline:	Absolute latest Deadline:
Max # attendees (if any):	Non members allowed : Y N
Non members must pay at registration via cc?	Y N (non members can pay at door)
Other info needed: enter below any other information that you need from participants: ages, food allergies, if they are requesting babysitting, etc. Keep wording as short as possible.	

FEES <i>enter in each box</i>	Adult	Child ages ___ to ___	Family	Bill to account?	Must Prepay? Y or N (if ok to pay at door)	Babysitting Fee ___ per child or ___ per family
Member						
Non Member				N/A		
At door surcharge				N/A		

Received _____