

Online Event Set Up and Registration Request

Please allow 2 weeks for your event to be up and running on the council website. You will be asked to verify all information upon the event going live.

Name: _____ Phone: _____

Email: _____ Date of Event: _____

Maximum capacity of event: _____

Early Bird Registration Open Date: _____

Early Bird Registration Close Date: _____

Registration Open Date: _____

Registration Close Date: _____

Online Registration: Yes No

Paper Registration: Yes No

Max Number of Registrations by one person: _____

How often would you like to receive an Excel Sheet indicating the # of registrations?

Every Friday Halfway to close of registration At the close of registration

Please provide original documents & PDF files (not scanned). This would include flyers, paper registration and leader's guides.

Please email a word document containing the following information about your event

1. What is it?
2. Activities?
3. When & Where?
4. Supervision?
5. Cost?
6. What to Bring?
7. Registration?
8. Food?
9. More Info? (Include contact information)

For Office Use Only

Date Received: _____

Date Email of Receipt Sent: _____

Date of Page Review: _____

Date Completed: _____

Date Email of Completion Sent: _____

Signature: _____