

Event Registration Request

All Requests must be submitted at least three weeks prior to the event.

1. Name of the Event/Activity: _____

(Examples: Commissioner Cabinet Meeting, District Award Banquet, NYLT)

2. District (if applicable): _____

3. Event Description:

(Example: NYLT is the council's premier youth leadership training program for youth aged.....)

4. Event Date(s): _____ / _____ / _____

5. Event Time: _____ to _____

6. Event Location: _____

7. When should registration be made available online? _____ / _____ / _____

8. What date should registration be closed? _____ / _____ / _____

We recommend for registration to be closed no less than 1 week from the start of the event.

9. Is there a cost? **NO** (if no, skip to question 12)

YES (if yes, complete questions 10-12)

10. Registration Type	Cost Per Registrant	Min/Max Spots
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Late Fee: _____ **Date for Late Fee to begin:** _____

12. How should payments be made?

Pay by Mail Only Online and by Mail Online Only

13. Who should participants contact with questions about the event?

(There should only be one point of contact)

Name: _____ (This could be the volunteer event chair, event registration chair, etc.)

Phone: _____

E-mail: _____

14. Cancellation Policy: Yes _____ No _____

15. If "Yes", details of policy:

16. Who should be receive notifications of registrations?

Name: _____

Email Address: _____

Name: _____

Email Address: _____

Name: _____

Email Address: _____

17. Please attach event flyer, announcement, or any images that you would like to be included on the registration page.

18. Comments/Special Notes:

Reviewed and approved by Office Manager _____

Development Director _____

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