

# Registration Form Worksheet

Would you like to set-up an online registration for your event? Great! We're here to help. Please fill in all the fields in this form that apply to your event, and then return to your contact no later than 2 weeks prior to your desired opening of the event registration. *If a question does not apply to your event, please leave the question blank!*

## What will your event be called?

Title:

Description: (This information will be displayed on your event pages.)

*(Enter a short, catchy description of your event. For example, "Please join us for our monthly marketing workshop. There will be guest speakers and lunch will be served!")*

## When is your event?

Start Date:

End Date:

Start Time:

End Time:

## Where is your event?

Physical Location     Online – Online Event URL:

Location/Venue Name:

Address:

GPS Location (if different from above):

City:

State:

Zip:

**Who is the event contact?** (This is the point of contact for any event-related information or questions/issues arising including payment and credit card concerns.)

Name:

Email Address:

Phone:

**The registration for your event will close automatically 7 – 10 days prior to the event in order to complete any preparations needed for the event. If possible we will try and accommodate another date:**

Yes, I prefer my event close on:

**Optional Features:**

Show registrants a list of who else is coming

Send me an email whenever someone registers for this event

**Would you like a customized email response once attendees have registered?**

No, please use the general email response that is provided.

Yes, I would like a customized email response as follows:

## FEES AND ITEMS

### Is there a fee to attend your event?

- No, there's not a fee.
- Yes, there's a fee.

- One flat fee for all attendees. Amount
- Multiple fees (*Contact us if you have questions regarding multiple fees.*)

Name of Fee	Amount \$
Name of Fee	Amount \$
Name of Fee	Amount \$

(Fees are generally paid by checks made payable to the Conference or credit cards which are processed via Pay Pal. Contact us with any questions/concerns or if you would like to discuss options.)

### Are you offering additional items? (*ie. Childcare, t-shirt, admission to day trip*)

- No, I'm not offering additional items.
- Yes, I'm offering additional items:

Item Name:

Price: \$

Description:

Total Quantity:

Registrants can order how many:

## EVENT SPECIFICS

Check all that you would like to include on your form:

- Registrant Name
- Address

- Phone Number
- Email Address
- Ethnicity
- Age
- Date of Birth
- Gender
- Grade
  
- Conference *(only if you are opening your event to those outside Upper New York Conference)*

- District
- Church(es) serving/member of
- Connection(s) in the UMC - *Indicate any you would like listed: Clergy, Laity, Youth, Young Adult, or fill in the blank:*

- Emergency Contact Name:
- Emergency Contact Phone Number(s):
  
- Special Requests *(wheelchair use, handicapping conditions, medical conditions, language interpreter, or dietary restrictions) – This will be a fill-in field!*

**OTHER REQUESTS**

**Are you having workshops?**

- No.
- Yes, please provide details here:

**Do you need a space for registrants to list their roommates?**

- No.
- Yes.

**Do you need a checkbox for registrants to be paired with a roommate?**

- No.
- Yes.

**Will there be a meal choice?**

- No.
- Yes. Please list the meal choices:

**Do you have a logo you would like to include?**

- No.
- Yes. *(If yes, please attach the high resolution (300 DPI) digital file to your email when you return this form.)*

**Will you be offering Childcare?**

- No.
- Yes. This will be provided based on the Safe Sanctuary Standards of the United Methodist Church.

\*\*Please list any other requests for your Registration Form below, and we will honor them the best we can. Please be as specific as possible!

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### **MARKETING REQUESTS:**

The Communications Ministry Area would love to help advertise your event! Please let us know how we can assist you, by checking the boxes below, or describing the best way you would like us to spread the word. While we may not be able to accommodate all of your requests, we will work with you to create the best marketing plan for your event!

- Weekly Digest (*Our weekly e-newsletter emailed each week*)
- News article online
- Online Conference Calendar
- District Newsletter(s) - Please list District:
- Facebook
- Other: