

**Basic Event Info**

Need Church Name from registrant:      Yes      No

Registration Start Date: \_\_\_\_\_

Registration End Date: \_\_\_\_\_

Early Registration Start Date: \_\_\_\_\_

Early Registration End Date: \_\_\_\_\_ L

Late Reg Closed Date: \_\_\_\_\_

Display Start Date: \_\_\_\_\_

Display End Date: \_\_\_\_\_

Accept payment via PayPal:      Yes      No

Reg Comments Custom Text:  
\_\_\_\_\_

**Registrant Types**  
(adult, child, youth, senior, member, volunteer, delegate, etc)

\_\_\_\_\_

**Costs**

Standard Cost \_\_\_\_\_

Early Reg Cost \_\_\_\_\_

Late Reg Cost \_\_\_\_\_

**Events, Session, Class or Breakout**

Page # \_\_\_\_\_(if multiple events, etc)

***Please use a new page for each event, session, class or breakout***

**Session Name** \_\_\_\_\_

**Description**

\_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Cost (if any)** \_\_\_\_\_

**Location**

\_\_\_\_\_

**Session Leader(s)/Teacher(s)**

\_\_\_\_\_

**Session Needs**

**(chalk, leader needs a meal, markers, projector, newsprint, screen, TV/VCR, DVD player, etc)**

\_\_\_\_\_

**(Use additional pages as needed)**

**Event Items**

Page # \_\_\_\_\_(if multiple event items)

**This can be used for items you might be selling, books, shirts, etc.  
It can also be used for lodging.**

**Item Name** \_\_\_\_\_

**Item Cost** \_\_\_\_\_

**Number Available** \_\_\_\_\_

**Item Name** \_\_\_\_\_

**Item Cost** \_\_\_\_\_

**Number Available** \_\_\_\_\_

**Item Name** \_\_\_\_\_

**Item Cost** \_\_\_\_\_

**Number Available** \_\_\_\_\_

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**Item Cost** \_\_\_\_\_

**Number Available** \_\_\_\_\_

**Item Name** \_\_\_\_\_

**Item Cost** \_\_\_\_\_

**Number Available** \_\_\_\_\_

**(Use additional pages as needed)**

**Meals**

**Meal** \_\_\_\_\_

**Description** \_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Cost** \_\_\_\_\_

**Location**

**Meal Entrée(s)**

\_\_\_\_\_

**Meals**

**Meal** \_\_\_\_\_

**Description** \_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Time** \_\_\_\_\_

**Start Date** \_\_\_\_\_

**End Date** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Cost** \_\_\_\_\_

**Location**

**Meal Entrée(s)**

\_\_\_\_\_