

EVENT REGISTRATION INFO REQUEST FORM

Name of Event			
Primary Contact		Phone	
Email		Website	

Event Date: _____ *start date* _____ *end date* **Event Time:** _____ *start time* AM/PM _____ *end time* AM/PM

Date Registration Starts: _____

Registration

Event Fees: (If fee is applicable to all)

Standard Fee: _____ **Early Bird Fee:** _____ **Late Fee:** _____

Registration Types (member, exhibitor, etc.)	Early Bird Fee	Standard Fee	Late Fee

Dates for Early Bird Fee: _____ *start date* _____ *end date*

Dates for Late Fee: _____ *start date* _____ *end date*

Would you like registrants to be able to wait-list? ☐ Yes ☐ No

(Note: Wait listing may incur additional set-up fees unless included in original contract.)

Estimated Number of Registrants: _____ **Maximum Number of Registrants for Event/Conference:** _____

Agenda

Please provide copy of agenda if it should be displayed on the event website. (general session, breakout sessions, costs, activities, etc.)

(Note: All packages include two days of session selection. Additional agenda days may incur additional costs if not included with original contract.)

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Personal Information

What personal information would you like to collect from attendees?

Field Title	Visible	Required
Email	X (Always)	X (Always)
Verify Email Address		
First Name	X (Always)	X (Always)
Middle Name		
Last Name	X (Always)	X (Always)
Suffix		
Job Title		
Company		
College		
Mailing Address Line 1		
Mailing Address Line 2		
City		
State		
Postal Code		
Country		
Home Phone		
Work Phone		

Field Title	Visible	Required
Fax		
Cell Phone		
Emergency Contact Name*	X	X
Emergency Contact Number*	X	X
Date of Birth		
Gender*	X	X
Upload Photo		
Custom Fields		
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		

* Required field type if providing housing/lodging

Merchandise

Would you like to presale items for your event? (t-shirts, books, CDs, etc.)

Item	Cost	Limit (if applicable)

(Note: Merchandise sales may incur additional costs unless included with original contract.)

Ala Carte Services

Additional selections may incur costs not estimated in contract. Please discuss options with your Event Coordinator.

Wait Listing

Conference Name Tags

Online Payment, Transfer of Funds & Revenue Reports

Registrant Invoicing

Certificates

Registration Staffing

Email Invitations

Registration Types

Post Event Surveys

Additional Agenda Days

Merchandise Sales

Other: _____

Additional Information

Theme Colors: _____

Will you be providing a company/organization banner, logo or pictures? _____

Preferred event URL: <http://www.regonline.com/>_____

(Note: Event URLs are not guaranteed. Your Event Coordinator will notify you if your selected address is not available.)