

Registration Site Request Form

Name of Event (as it will be displayed on site): _____

Primary Contact: _____ Phone: _____

Email: _____

Event Date (start and end): _____

Date Registration Begins: _____ Date Registration Closes: _____

Date your attendees can cancel without charges: _____

Web link

http://kx.studentlife.unlv.edu/kxregistration_live/ _____ (Insert title).

Welcome Page Content

Supply our office with content that will be displayed on your welcome page, agenda, fees, etc (Word document only, email Barbara.blue@unlv.edu).

Event Logo

Supply our office with your event logo (email Barbara.blue@unlv.edu, jpg. only).

Site Links

We can place links on the left side of your site, supply us with those addresses.

Display Name	Links

Attendee Types:

Registration Types (member, attendee, exhibitor, etc)

Personal Information

What personal information would you like to collect from attendees?

Field Title	Required
First Name and Last Name	X (Always)
Suffix	X (Always)
Email	X (Always)
Job Title	
Company	
Mail Address 1	
Mailing Address 2	
City	
State	
Postal Code	
Country	
Cell Phone	
Work Phone	
Other:	
Other:	

Registration Details

Package Details and Fees:

Attendee Packages (full day, half day)	Package Details (what is included)	Early Bird Fee	Standard Fee	Cancellation Fee (after cancellation date)
Attendee Packages	What do the packages include (breakfast, lunch, parking pass, etc.)?			

Dates for Early Bird Fee (If applicable): Start: _____ End: _____

Dates for Standard Fee (If applicable): Start: _____ End: _____

Dates for Cancellation Fee (If applicable): Start: _____ End: _____

Optional Items for Purchase:

Items (parking passes, t-shirt, etc)	Early Bird Fee	Standard Fee	Cancellation Fee	Apply to the following attendee types (you can limit visibility)

Dates for Early Bird Fee (If applicable): Start: _____ End: _____

Dates for Standard Fee (If applicable): Start: _____ End: _____

Dates for Cancellation Fee (If applicable): Start: _____ End: _____

Additional Information

What additional questions do you want to ask your attendees?

Questions (gender, t-shirt size, ADA needs, dietary needs, etc.)	Apply to which attendee types (you can limit visibility)

Custom Terms and Conditions

Supply our office with terms and conditions content (cancellation terms, etc.). Email to Barbara.blue@unlv.edu, word document only.

Booker Email

Supply our office with the content you would like in your booker email. The email will automatically be sent to all attendees that complete registration (cancellation terms, directions, contact information). Email to Barbara.blue@unlv.edu, word document only.

Cancellation Email

Supply our office with the content you would like in your cancellation email. The email will be sent to attendees that cancel their registration (optional). Email to Barbara.blue@unlv.edu, word document only.

Additional Services

Service	Yes or No
Registration Staffing	
Post Event Survey	
Conference Name Tags/Badges	
Name Tag/Badge Ribbons	

Email Attachments

Supply our office with the content you would like to have attached to your 'booker email'. Email to barbara.blue@unlv.edu, word document only.