

EVENT REGISTRATION INFORMATION FORM

Name of Ministry					Today's Date					
Name of Ministry Leader						Leader's Contact Number				
Name of Event										
Start Date			Start Time			End Date			End Time	
Description of Event										
Location of Event										
Address					City			State		
Contact Person	Name						Phone Number			
Contact Email Address										
Add guests by entering their name(s)					Add guest by indicating the number of guests (no names)					
NOTE: All registrations or changes will be email to the above contact email address.										
Full payment required (please indicate total cost of event)							\$			
Allow deposits/additional payments for each registration period (Indicate increments to be collect, if applicable.										
NOTE: You can state the amount to be for each period or allow the individuals to determine the amount.										
Name of Registration Period or payment										
Start Date			End Date			Total Period Cost		\$		
Name of Registration Period or payment										
Start Date			End Date			Total Period Cost		\$		
Name of Registration Period or payment										
Start Date			End Date			Total Period Cost		\$		
Refund deadline date (if applicable)						This event has a limited capacity of				
List additional customer information that should be collect when registering. Please check the box if the information is required. (Example—Marital Status: married, Single, Divorced <input checked="" type="checkbox"/>)										
List special requirements or instructions for the event.										
<ul style="list-style-type: none"> • Example: You can purchase your Bible study book on the first night of class. Books are limited. 										
1.										
2.										
3.										
4.										
5.										

NOTE: You can limited the number of participants. You can reserve reservation for participants.

Indicate the limited capacity for event

Indicate the number of reservation to reserve

Required Registration or Special Form

A registration form for the event will be attached to the event registration.

Is the form formatted and typed Yes No

If yes, please email the registration form to franklin@franklinabc.com for individuals registering to print, fill out and submitted to the event contact person.

Supplies or Special Orders

Description

What is the supply capacity?

What is the cost per unit

\$

What is the tax rate (If tax is applicable)

\$

PLEASE NOTE:

- You can enter optional supplies for event. Examples include ski rental, horseback riding fees, course books, and audio tapes.
- You can include a custom message for those who are registering for this event.

Your Custom Message:

Example: So glad you can come! We pray that God will bless you as a result of coming.

PLEASE NOTE:

- If an event registration has started and corrections or additional information is needed, only the future registering individuals will be able to see the results of the new information.
- The added information will need to be added for the individuals already registered.