

Office of Conference & Event Services

Registration Only Work Order

Event Title:	
Date:	

Submitted by

University of North Dakota

Office of Conference & Event Services

221 Centennial Drive STOP 9021; Grand Forks, ND 58202-9021

Phone: 701-777-4894 E-mail: patricia.young@und.edu

a. Event Contact Person, Name, and Email:
b. Event Title:
c. Date of Event:
d. Time(s) of Event:
e. Location of Event:
f. Is the Event In-person, Virtual or Hybrid?

g. Registration Fields: Please select, remove or write in the registration fields required for your registration site, see examples below:

*Name: _____

DOB: _____

Title: _____

Organization: _____

*Address: _____

*City/State/ZIP: _____

OR: City/Province/Postal Code/Country: _____

*Phone: _____

*E-mail: _____

Other: _____

**Denotes a required field*

h. Registration fee(s). Please enter each registration fee level, see example below:

Price Point #1 Full Registration Fee - _____ (after Sept. 15 _____)

Price Point #2 Student Fee - _____ (after Sept. 15 _____)

Price Point #3 Example - _____ (after Sept. 15 _____)

Discount code _____ (please supply the discount code you want to)

i. Other registration details, please enter any other details you need collected on the registration form, see examples below:

Meal Choice: _____

Field Trip Options: _____

Session Options: _____

T-Shirt Size: _____

Other: _____

Special Accommodations: _____

j. Cancellation Policy:

<p>k. Description of your event (1 to 2 paragraphs describing your event) Please include any graphics (1600 x 900 pixels) or Logos (50 MB limit) you would like to see on the registration site:</p>
<p>l. Date registration needs to be open (Remember we need to be at least 2 weeks to process all the information):</p>
<p>m. Date registration should be closed:</p>
<p>n. Maximum number of attendees:</p>
<p>o. Name and email address of individual to receive registration reports:</p>
<p>p. Fund and department number to deposit funds (it cannot be a 3000/appropriated or Alumni fund) Fund: _____ Department: _____ Program: _____ Account: _____ Project: _____</p>
<p>q. Do you want the option for participants to pay by check?</p>
<p>r. OEL USE ONLY: url name info</p>