

Conference, Camp & Event Services

Registration Only Work Order

Event Title:	
Date:	

Event Contact Person, Name, and Email:
Event Title:
Date of Event:
Time(s) of Event:
Location of Event:
Is the Event In-person, Virtual or Hybrid?

Registration Fields: Please indicate the registration fields required for your registration site:

*Name: _____

DOB: _____

Title: _____

Organization: _____

*Address: _____

*City/State/ZIP: _____

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

*Phone: _____

*E-mail: _____

Other: _____

**Denotes a required field*

Registration Fee(s): Enter each registration level name and price point. Enter in a late fee start date and price point, if applicable.

Level Name: _____ Cost: _____ Late Fee (date & cost): _____

Level Name: _____ Cost: _____ Late Fee (date & cost): _____

Level Name: _____ Cost: _____ Late Fee (date & cost): _____

Late Fee Amount: _____ Applies to all levels? _____

Discount Code Name (if applicable) _____

Other Registration Details: List any other details you need to be collected:

Meal Choice: _____

Field Trip Options: _____

Session Options: _____

Shirt Size: _____

Other: _____

Special Accommodations: _____

Cancellation Policy: _____

<p>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>Date Registration Opens (We require at least 2 weeks to process your information):</p>
<p>Date Registration Closes:</p>
<p>Maximum Number of Attendees:</p>
<p>Name and email of individual to receive registration reports:</p>
<p>Fund and department number to deposit funds (cannot be a 3000/appropriated or Alumni fund)</p> <p>Fund: Department: Program: Account: Project:</p>
<p>Do you want the option for participants to pay by check?</p>
<p>OEL USE ONLY: URL name info</p>