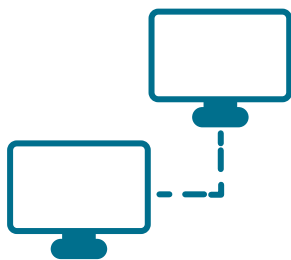


# Event Registration



**Are you short staffed?**

**Is your budget tighter than ever?**

**Do you want to hold a training event for the ministry leaders in your conference or union but just can't see how you can make it work?**

If the answer to any of these questions is yes, AdventSource's event registration service is the solution for you.

Our user-friendly registration process allows for individuals who want to attend your event to easily register online or by phone. Plus we will gather the crucial information that you, as the event coordinator, need to make informed decisions. Here is a quick look at what we offer:

- Customized event page with all the information an attendee needs to make the decision to register to attend your event.
- Customized event registration form where we gather all the information you need to make good management decisions. In addition to name and contact information, you can also gather seminar selections, t-shirt sizes, meal preferences—whatever you need for your event.
- Track event registrations in real time. Just log in to your account and download a current roster.
- Registration information and forms are optimized for mobile use so people can quickly register from a phone, tablet or computer.
- Our email system allows you to communicate with people who register before your event starts and after the event is completed.
- Registrants can call and register for your events. Our ministry consultants speak English and Spanish.

## **YOUR CUSTOMIZED EVENT PAGE**

We will create a complete event page for your convention, conference or program that will include:

### **EVENT DESCRIPTION**

Promote your event! Include important information and share why someone would want to register to attend.

### **EVENT LOCATION**

Show the location of your event along with directions and any special information.

### **SPEAKER PROFILES**

Showcase your presenters with their title, subject and more.

### **EVENT FEES**

Provide a complete listing of all fees including early bird discounts, if applicable, and any additional fees for attending the event.

### **DIRECT LINK FROM YOUR WEBSITE**

Link directly from your organization's web page plus get the additional exposure of thousands of people who come to the AdventSource website each day who will see your event.

## COLLECTION AND ACCOUNTING OF REGISTRATION FEES

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The AdventSource system makes it easy to collect the fees for your event. Registrations can be made online or by phone using any major credit card or by mailing a check and registration form. We do the accounting for you and track each registration, which gives you time to coordinate your event. We deliver a reconciled event roster along with a check within 15 business days of your registration closing date.

### SSL CERTIFIED

Our website has the highest security certification for financial transactions and we do not retain any credit card information on our servers at any time.

### EASY PAYMENT PROCESSING

Accept online payments for your event with AdventSource's payment processing system.

### ACCEPT MAJOR CARDS

Visa, MasterCard, American Express and Discover cards are accepted.

### CHECKS ACCEPTED

Pay for individual or group registration by check.

### EASY REFUNDS

Let our staff know if you want to refund a registration and we will take care of it for you. All refunds must be paid prior to your event closing.

### ADVANCE PAYOUTS

Request to get a portion of your payout before the event.

### EMAIL CONFIRMATION

Attendees immediately receive an email confirming their registration with a receipt for their records. Event registrations are also kept in their AdventSource customer account.

## REGISTRATION INFORMATION

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Gathering complete and accurate information will help the event coordinator make informed decisions on how many plan to attend and if there are specific needs or requests. Our system is set up to require the following:

- First & Last Name
- Address
- Phone Number
- Email Address

We can gather additional event information you might need, such as:

- Meal Selection: Vegetarian, Vegan, Standard Diet, Special Needs
- Handicap Access: Yes or No
- Language Selection: English, French, Sign Language, Spanish
- Workshop/Seminar Selection
- Church, Conference or Organization
- T-Shirt Size

## OUR PEOPLE KNOW YOUR PEOPLE

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For the past 35+ years AdventSource has been providing ministry services in North America. We are committed to providing each individual who wants to register for your event with a great experience. Whether someone is registering online, by phone or by mail we will provide the highest level of service.

### OUR MINISTRY CONSULTANTS

Each person who answers our phones or responds to customer emails understand what your attendees need to know.

### WE ARE BILINGUAL

Our staff includes multiple people who speak fluent Spanish.

### EXTENDED HOURS & OPEN FRIDAY

Our phones are open 8 am–6 pm CST Monday through Thursday and 8 am–3 pm CST on Friday.

### WE ARE SEVENTH-DAY ADVENTISTS

When someone calls AdventSource they are talking to a ministry consultant who not only understands but is involved in the ministry and mission of the Seventh-day Adventist Church. Our team goes far beyond just processing registrations—this is their ministry.

## THE BOTTOM LINE

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Using event registration by AdventSource will allow you to:

1. **Reduce stress for you and your staff.** Eliminate phone calls and emails with questions about the event, spreadsheets full of data, trying to collect bounced checks and frantic last-minute requests. You and your team can focus your time and energy on making your event a success.
2. **Easy accounting.** We provide you with a single check and reconciled registration summary to submit to treasury. You will also have all the information you need for rosters, name tags, meal requests and more.
3. **Stay within budget.** Just add the minimal per person fee to what you charge attendees and you can cross registration off your to-do list.
4. **We'll work with you.** The AdventSource team is here to help make your event a success.

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# Advent Source

5120 Prescott Avenue | Lincoln, NE 68506

 402.486.8800

 [events@adventsource.org](mailto:events@adventsource.org)

 [www.adventsource.org](http://www.adventsource.org)

 Follow us on Facebook!

# EVENT INFORMATION

In order to set up your event page we need the following information. Please complete this form and return it via email to [events@adventsource.org](mailto:events@adventsource.org). If you have questions or need additional information, please email [events@adventsource.org](mailto:events@adventsource.org) or call Heather at 402.486.8831.

## EVENT NAME

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## DATE

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## LOCATION

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## DESCRIPTION (A paragraph about your event)

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What is the maximum number of people who can attend your event?

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Who should attend?

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Featured Speaker(s)

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## SCHEDULE OVERVIEW

Starting time for registration along with beginning and ending times for each day (we can post a daily schedule when it is available).

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## REGISTRATION FEES

Please include the dates when you would like the fees to change or expire. This must be on a Tuesday or Thursday.

Early-bird Discount (optional) \_\_\_\_\_

Regular Rate \_\_\_\_\_

Daily Rate (optional) \_\_\_\_\_

Student Rate (optional) \_\_\_\_\_

Group Discount with Size of Group (optional) \_\_\_\_\_

## REFUND POLICY

Example: You may request a refund minus a \$ (event coordinator chooses) processing fee per registrant, through (event coordinator chooses the date). After that date, please substitute someone to attend in your place.

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## MEALS SERVED DURING THE EVENT

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## NEAREST AIRPORT

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## GROUND TRANSPORTATION

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## LODGING OPTIONS

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## CHILDREN

Are children welcome at your event? Do you have specific programming for children? Are there additional fees that need to be added to registration fees?

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## DRESS

Examples: casual, corporate casual, corporate or Sabbath dress.

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## ON-SITE EVENT CONTACT

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

## ON-SITE EVENT REGISTRATION AND CHECK-IN

Will you take registrations on-site?

Yes

No

What day/hours will on-site registration/check-in be open?

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## SPONSORING ORGANIZATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Contact Person \_\_\_\_\_

## FINAL EVENT PAYMENT ORGANIZATION

Name of the organization to make the check payable to, name of the person to receive the event payment.

Organization \_\_\_\_\_

Attention to \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## EVENT PAGE SET-UP

AdventSource always gathers a registrant's name, complete address, telephone number, cell phone number and email address as part of the registration process. There is no charge for collecting this information. Any additional information you need will be charged a per line item fee. Events may need information on seminar/workshop, church, conference, church position, meal selection, language selection, handicap access, lodging selection, roommate request, etc. These set-up fees are calculated by line:

- 0–4 line items FREE
- 5–10 line items \$ 50
- 11–15 line items \$ 75
- 16–20 line items \$100
- 21–25 line items \$125
- 26–30 line items \$150
- 31–35 line items \$175
- 36–40 line items \$200
- 41–44 line items \$275
- 45+ line items \$350

## PER REGISTRANT

- 1–200 registrants \$3.50
- 201–500 registrants \$3.25
- 501–1000 registrants \$3.00
- 1001+ registrants \$2.75

## CREDIT CARD PROCESSING

There is a 3.5% processing fee for all registrations and cancellations paid by a credit card.

## EVENT CANCELLATION

If the organization cancels the event after it has been created for the organization to review online or after the event is open for registration the organization will incur a cancellation fee as listed below.

### Cancellation fee before the event is open for registration:

50% of the event set-up fee as listed in the event agreement with a minimum fee of \$25.

### Cancellation fee after the event is open for registration:

The organization will pay the event set-up fee as listed in the event agreement with a minimum fee of \$50, the per registrant fee as outlined in the event agreement plus applicable credit card fees.

## EVENT COORDINATOR

Name \_\_\_\_\_

Organization \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

I acknowledge and accept the terms as stated.

Signature \_\_\_\_\_

Date \_\_\_\_\_