EVENT INFORMATION

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

EVENT NAME

_____

_____

DATE

_____

LOCATION

_____

_____

DESCRIPTION (A paragraph about your event)

_____

_____

_____

_____

_____

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

_____

Who should attend?

_____

_____

_____

_____

Featured Speaker(s)

_____

_____

_____

_____

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)

_____

_____

_____

_____

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.

_____

_____

_____

MEALS SERVED DURING THE EVENT

_____

_____

_____

_____

_____

_____

_____

NEAREST AIRPORT

_____

_____

_____

GROUND TRANSPORTATION

_____

_____

_____

LODGING OPTIONS

_____

_____

_____

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?

_____

_____

_____

DRESS

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

_____

_____

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?

_____

_____

_____

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

Advent*Source* 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.

Cancelation 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.

Cancelation 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 _____