



**PRIMARY PROJECT CONTACT** \_\_\_\_\_

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

New Form       Update From Previous Event

**DATE FORM IS NEEDED TO BE LIVE** *(For example, if you are mailing/e-mailing a piece that includes the URL, when will it hit mailboxes?)* \_\_\_\_\_

**WOULD YOU LIKE THE FORM TO HAVE THE ABILITY TO COLLECT INFORMATION ON AND REGISTER MORE THAN ONE PERSON AT A TIME?**     Yes     No

**REQUIRED FIELDS** *(i.e., Name, Address, Email Address, Phone Number, Age, Gender, T-Shirt Size, Number of Attendees, Attendee Names, Additional Needs, Liability Waiver—if for a 5k or physical activity-related event, etc.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PRICING INFORMATION** *(i.e., Adult Pricing, Child Pricing, Student Pricing, Bundling Discounts—for example, \$50 for the first two; \$10 for each additional)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BUDGET NUMBER THAT SHOULD RECEIVE PAYMENT** \_\_\_\_\_

**E-MAIL ADDRESS FOR REPORT (ACTIVITY) RECEIPT** \_\_\_\_\_

**PRIMARY POINT OF CONTACT FOR QUESTIONS**  
*(Contact information to be placed on the form)* \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**ON WHAT DATE WOULD YOU LIKE THE FORM CLOSED/TAKEN DOWN** \_\_\_\_\_