

Event Flyer Reminders

1

Event date(s) & specific location

2

Event Information - start & ending times - Registration period? - Health Forms needed?, etc.

3

Event fee - Late fee? - Fee deadline? - Are Walk-ins allowed?

4

Event contact person - Who to call for questions - Need e-mail & phone #

5

How to register - Mailing address, special instructions, etc.

6

If credit cards are accepted, must have card #, expiration date, V-code #, and the signature for the card.

7

MUST have an event code # so the registration fees can be properly credited to the event. This number can be obtained from Misty at the Service Center.