

**CNU.org Event Registration Request Form**

Complete this form and return it to cnuinfo@cnu.org *one week before* you would like your event registration to go live on CNU’s website.

**Event Information for Registration Page**

1. Event Type:
   1. Workshop
   2. Conference
   3. Exhibition
   4. Fundraiser
   5. Meeting
   6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Event Title:
3. Event Summary (Limit to short sentence)
4. Complete Description (Limit to 2-3 short paragraphs, if more information is needed, include link to your website):
5. Start Date:
   1. Start Time:
6. End Date:
   1. End Time:
7. Max Number of Participants:
8. Include Map to Event Location?
   1. Yes/No
   2. If yes, please attach the map to the email with this form
9. Is this a public event?
   1. Yes/No
10. Allow sharing through social media?
11. Event Location:
    1. Street Address:
    2. City:
    3. State:
    4. Zip:
12. Contact Name & Number/email:

**Event Registration Details**

1. Paid Event?
   1. Yes/No
   2. If yes, enable option to pay online? Yes/Me
2. Enable a pay later option (pay at the door)?
   1. Yes/No
   2. If yes, please write your Pay Later instructions here (ex: Mail checks to “address” by “date”):
3. Fees – Fill out names and amounts of up to ten event fee labels below (ex: Fee 1 Name: “Registration”, Fee 1 Amount: “$100”)
   1. Fee 1 Name:
      1. Fee 1 Amount:
   2. Fee 2 Name:
      1. Fee 2 Amount:
   3. Fee 3 Name:
      1. Fee 3 Amount:
   4. Fee 4 Name:
      1. Fee 4 Amount:
   5. Fee 5 Name:
      1. Fee 5 Amount:
4. Discount Fees – (ie: are you offering an early registration, student, or CNU member price?)
   1. Discount Set 1 Name:
      1. Start Date:
      2. End Date:
      3. Discount Fee:
   2. Discount Set 2 Name:
      1. Start Date:
      2. End Date:
      3. Discount Fee:
5. Registration Start Date:
   1. Start Time:
6. Registration End Date
   1. End Time:

**Confirming & Thanking Registrants**

1. Registration Confirmation Screen Text
   1. Title (ex: Confirm Your Registration Information):
2. Thank you Screen
   1. Title (ex: “Thank you for Registering”):
   2. Text (ex: “The event organizers will follow up by email with additional information and materials to bring to the event.”):
3. Confirmation Email
   1. Send confirmation email? Yes/No
   2. If yes, email text (1 short paragraph):
   3. Contact Name & email:
   4. Tell a Friend enabled? Yes / No (this feature lets registrants send other people emails about the event)

**Logistics of Hosting Registration**

1. Registration Lists
   1. Do you need the registration list in advance of the event? Yes/No
   2. When? Provide dates.
   3. Email Address:
2. Registration Fees
   1. For Chapters: Registration fees will be included in your next quarterly check unless an alternative method is requested below.
   2. For non-Chapter events: Registration fees will be sent as requested below.
   3. Specify preferred alternative payment method: