

## CHAPTER EVENT REGISTRATION SUPPORT REQUEST

Please fill out the following form to request Registration Support for Chapter events. *This form must be submitted at least 60 days prior to your event.* For each event with attendee registration, we may also have a kickoff meeting to ensure that all details are captured.

Section A should be completed for events with attendee registration. Section B should be completed for vendor registration. Please attach any flyers or event links that can be used to provide information to attendees.

Submit form to: [Kirsten@texasaeyc.org](mailto:Kirsten@texasaeyc.org).

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### PART A

Chapter: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Location and Address: \_\_\_\_\_

Target Geographic Audience (county/zip code/city): \_\_\_\_\_

Is this event aimed toward a particular group (i.e. administrators, etc.)?  
\_\_\_\_\_

Lead Contact Name and Email: \_\_\_\_\_

Cost: Members - \_\_\_\_\_

Non-Members - \_\_\_\_\_

Are you offering Group Registration? \_\_\_\_\_

Will you be offering meals? \_\_\_\_\_

If yes, which meals? \_\_\_\_\_

If yes, are there meal choices (i.e. vegetarian)? \_\_\_\_\_

What is the Maximum number of Registrants? \_\_\_\_\_

## PART B

Chapter: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Lead Contact: \_\_\_\_\_

Vendor Cost: \_\_\_\_\_

What is the maximum number of Vendors? \_\_\_\_\_