

CORONADO AREA COUNCIL EVENT PROMOTION FORM

GENERAL INFORMATION – BELOW IS BASIC INFORMATION THAT SHOULD BE CONTAINED IN YOUR FLIERS

Note: If a flyer is attached to this request, please do not duplicate information on this form.

- WHO** is sponsoring/hosting the event and **WHO** is your audience? _____

- WHAT** is the title of your event? Write a BRIEF description of the event. _____

- WHY** should your audience attend this event? _____

- WHERE** will your event take place? (Include Specific Address) _____
- WHEN?** Date _____ Start/Arrival Time: _____ End/Depart Time: _____
- Circle the District hosting the event Buffalo Bill Konza Tomahawk Triconda Wheatland
Is the event open to all districts YES / NO
- COST:** What does this event cost? _____ Scout Fee _____ Leader Fee _____ Sibling Fee
_____ Early Bird Fee (If any?) Pay BEFORE what date? _____
_____ Late Fee (If any?) AFTER what date does this go into effect? _____
- Can the fee be accepted: _____ Online _____ In the Scout Shop or _____ Both
- Is this registration going to be: _____ Online only or _____ Both online & offline
- Online registration for the event begins on (Should be at least of 8 weeks prior to the event (Date): _____
Registration for the event ends on (Date): _____
- Is there a maximum attendance? YES / NO If so, how many: _____ Minimum attendance YES / NO Quantity: _____
- What is the cost center that fees will be deposited to? _____ **(This must be on the flier.)**
- What is the refund policy? _____
- Include the EVENT CONTACT name with phone # &/or email address for questions. **(This must be on the flier.)**

- WHERE** can more information be found? (Website, Calendar, District Page, Store Fliers) _____
- For Online registration Check information needed
___ Scout Rank ___ Scouting Position ___ Age ___ Special Needs ___ Phone ___ Email ___ District ___ Address
- Any Custom fields needed for the registration? I.e. meal choices, T shirt sizes, patches, colors, special needs, choices, amounts of items, etc. Anything that you need on a paper registration form can be done online. If these items are on a flier please make sure that the information is given so that they can be configured into an electronic question. If not on the flier - Please write them here so that they can be included online:

Continued on Reverse

18. Do you want Group or Individual information? GROUP - INDIVIDUAL / An individual registration collects information like NAMES and asks questions to individual people. They can register together as a group, or separately 1 by 1. (i.e. 1 person signs up 14 People and says who they are screen by screen @ \$10 each, & pays \$140.) With a Group registration, 1 person signs up many people & pays for them without itemizing them by name. (I.e. John Smith does a registration for his unit & registers 14 people @ \$10 each, & pays \$140.) _____ GROUP _____ INDIVIDUAL

19. What other methods of promotion does your event need? Circle

Mailing Facebook eCompass Flier (Mailing and Flier requests must include a Work Order)

Date Needed _____

20. Attach the Camp Reservation Form if the activity is using Camp Brown or Camp Hansen.

THE FLIER

- Create a flier for your event. Confirm that the black and white version of the printed copy is readable.
- Have your flier approved by the committee or at least by the committee chair at least 2 months prior to the event.
- Provide this form, flier ready for the website and any additional information to the Assistant Scout Executive for Web and online registration set-up. (Minimum 3 months before the event.) **This information will not be accepted unless the calendar entry is set-up.**

STAFF ADVISOR TO THE EVENT

Staff Advisor to the event: _____

Cell Phone: _____ Email Address: _____

Who will be managing your local Event Registration Database: _____

Cell Phone: _____ Email Address: _____