

## WRPA Event Form

**Complete this form and submit it to the WRPA Office.**

To effectively market the event, all of this information must be provided 2-3 months prior to the event (the sooner the better). Incomplete information will delay the publishing of the event webpage and registration form. Submit final, ready to publish copy – no drafts. Please allow a week for the webpage and form to be drafted. Office staff will manage event marketing with volunteer lead, taking into consideration other WRPA marketing.

<b>Volunteer Event Contact:</b> (email and phone number)	
<b>Network or Committee Event Host:</b>	
<b>Title of Event:</b>	
<b>Date of Event:</b>	
<b>Time of Event:</b> (breakdown of agenda to include registration, networking/social time, meal, session program, etc. attached to the email sent to the PDC Chair)	
<b>Location:</b> (include address)	
<b>Event Description:</b> (for publication, also attach any marketing images to the email) <b>Rational for Event:</b>	
<b>Registration:</b> (Will the office be building an online registration form? Is there a link to an online form or an email for RSVPs?)	
<b>Speaker(s):</b> (name, title, credentials, company, and short bio of 75-100 words)	
<b>Speaker Rational:</b> (include links to website or LinkedIn if applicable)	
<b>Any Special Discounts Being Offered:</b>	
<b>Registration Minimum and Maximum:</b>	
<b>Meal Options If Applicable</b> (diet restriction options):	
<b>WRPA Staff Support Needs:</b>	
<b>Target Audience:</b>	
<b>Other Notes:</b> (Any special information such as sponsorships, materials to purchase, etc.)	

PDC Approval

Name: \_\_\_\_\_

Date: \_\_\_\_\_

send completed form to [wrpa@wrpatoday.org](mailto:wrpa@wrpatoday.org) with a copy to the submitter.



**DRAFT Budget**

Revenue		# of Registrations	Fee	Total
	FEES			
	Registration			
	Non-Member Registration			
	<b>Total</b>			
<b>Expenditures</b>				
	Venue Rental*			
	Speaker Fees			
	Supplies			
	Equipment			
	Beverages			
	Morning and Afternoon Snacks			
	Lunches			
	Marketing & Promotion			
	Printing			
	Miscellaneous			
	WRPA Project fee**			
	<b>Total Direct Expenses</b>			
	<b>Net Revenue</b>			

\* Will compensate venue staff at which ever location is chosen in place of rental fee.

\*\* To be determined by office staff.