**Event Request Form**

Please use this form when requesting an event to be posted on the Website. Items in **Bold** are required for all events. Registration type is not needed for a simple event, but needed if costs vary - for example ambassadors and/or hosts during a journey may not be charged. Promotional emails announce the event and up to three can be sent on future dates. Reminder emails are sent to all who have registered - good to use to remind folks to bring something or specific instructions for parking, gate code, etc.
Email to webmaster at webmaster@ffsacramento.org or call Chris 916-712-6979

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| --- | --- |
| **Title of Event** |  |
| **Date of Event** |  |
| **Location and address** |  |
| **Event start time/end time** |  |
| **One Photo (jpg)**  |  |
| **Description of Event** |  |
| Promotional email info – if not the same as description |  |
| Promotional Email Date(s) |  |
| Reminder email info (for folks already registered) |  |
| Reminder email date(s) |  |
| Registration Deadline |  |
| Registration Type(s)  |  |
| Cost (if any) for each registration type |  |
| Choices – menu choices or activities. If prices are different on menu choices, indicate with the choice. | a)b)c) |
| Maximum Number  |  |
| Contact Person  |  |
| Address to mail check if not paying on-line |  |