

WRPA Event Form

Complete this form and submit it to the WRPA PDC Chair.

To effectively market the event, all of this information must be provided at least 2 months prior to the event. 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.

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

PDC Approval

Name: _____ Date: _____

PDC – send completed form to wrpa@wrpatoday.org with a copy to the submitter.



DRAFT Budget

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

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

** To be determined by office staff.