Event Submission Form

Please complete this form and return it to the AWWC Admin: ma_awwc@yahoo.com

Event Details

Title: _____

Location: _____

Date: _____

Time: _____

Cost: _____

Event Description:

Additional Event Information:

Registration Settings

Event registration limit: _____

Enable a waitlist?   Yes   No

Allow the same contact to make multiple registrations?   Yes   No

Payment method: Online or offline

Offline only

Online only

** Optional - Payment Instructions that will appear on invoice.

<u>Emails</u>

Reply-to for announcements and reminders; receives copies of all event emails. Provide email address or emails will default to the club admin.

** Optional - Do you want to send email for your event? Put the date(s) you would like to send emails.

      Announcement 1 - **Recommended: _____

      Announcement 2 - Date: _____

      Announcement 3 - Date: _____

      Reminder 1 - **Recommended: _____

      Announcement 2 - Date: _____

      Announcement 3 - Date: _____

<u>General Information: Registration emails</u>

- Confirmation email will be sent to registrant, their guests, and the email you provide above after registration was paid or confirmed by administrator
- Event registration pending email will be sent after registration was submitted and payment is required
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