



## Wild Apricot – Event Set Up Intake Form

Item	Examples	Event Information
<b>Title of event</b>		
<b>Tags</b>	<i>Networking, webinar, book club, etc.</i>	
<b>Location Address</b>		
<b>Date</b>		
<b>Start &amp; End Times</b>		
<b>Description</b>	<ul style="list-style-type: none"><li>• <i>Description of Event</i></li><li>• <i>Light buffet dinner will be served</i></li><li>• <i>Agenda</i></li><li>• <i>Fee Schedule (this should align with the registration types and settings area)</i></li><li>• <i>Presenter Pic &amp; Bio</i></li><li>• <i>Sponsor Info</i></li><li>• <i>Cancellation Policy</i></li></ul>	
<b>Registration limit</b>	<i>Typically 100, but based on room capacity</i>	
<b>Payment method</b>	<i>Online or offline?</i>	



<b>Registration Types and prices</b>	<ul style="list-style-type: none"><li>• <i>Board Member &amp; Special Guest <b>Early Bird</b></i></li><li>• <i>Board Member &amp; Special Guest</i></li><hr/><li>• <i>Member <b>Early Bird</b></i></li><li>• <i>Member</i></li><hr/><li>• <i>Non-member <b>Early Bird</b></i></li><li>• <i>Non-member</i></li><hr/><li>• <i>Student Member <b>Early Bird</b></i></li><li>• <i>Student Member</i></li></ul>	
<b>Announcement Schedule</b>	<p><i>Suggested:</i></p> <ul style="list-style-type: none"><li>• <b>Announcement 1:</b> <i>Scheduled 6 weeks (42 days) before the event.</i></li><li>• <b>Announcement 2:</b> <i>Scheduled 3 weeks (21 days) before the event.</i></li><li>• <b>Announcement 3:</b> <i>Scheduled 1 week (7 days) before the event.</i></li></ul>	
<b>Reminder Schedule</b>	<p><i>Suggested:</i></p> <ul style="list-style-type: none"><li>• <b>Reminder 1:</b> <i>Scheduled one month (30 days) before the event.</i></li><li>• <b>Reminder 2:</b> <i>Scheduled two weeks (14 days) before the event.</i></li><li>• <b>Reminder 3:</b> <i>Scheduled two days before the event.</i></li></ul>	