



EVENT CALENDAR FORM & ONLINE REGISTRATION REQUEST

PLEASE SUBMIT AT LEAST 21 DAYS PRIOR TO EVENT

Event Entry	
New event	
<input type="checkbox"/> No	<input type="checkbox"/> Yes
If no, previous Date?	

CONTACT/ORGANIZATION INFORMATION (THIS SECTION IS **REQUIRED**)

Park/Trail Name	Organization Name
Contact Person	Contact Phone Number (Phone number provided will be posted on public website)
E-mail Address (E-mail address provided will be posted on public website)	Web URL/Registration URL
Are there any partners that should be include? (Provide name/web address/logos)	

EVENT INFORMATION

Event Title			
Event Start Date	Event End Date	Start Time (Required)	End Time (Required)
Location within Unit or starting location address		Cost to Attend <input type="checkbox"/> No Cost <input type="checkbox"/> Recreation Passport Required <input type="checkbox"/> Specific Cost:	
Marketing Event Description (activities, highlights, etc. Use complete sentences)			
Other Details (age restrictions, campers only, what to bring, etc.)			

Reservation/Registration/Cancellation Policy and additional contact information (Please note Recreation Passport and camping reservation information is already included in boiler plate. If requesting online registration - DNR events only - fill out the next section)

ONLINE REGISTRATION REQUEST – DNR EVENT USE ONLY – (Please Note: There could be up to a 30-day turnaround time to create registration forms)

Registration must open by:	Registration should close by:
Send registration information to: @michigan.gov	When would you like updates on registration?

Describe how the registration should be set-up: (Are there multiple registrations, days, times, classes etc. Example: 2 days: 2 classes per day with a limit of 30 participants per class)

Is there a minimum and/or maximum number of registrants? No Minimum Maximum

Can people register for multiple classes/sessions? No Yes

Can individuals register multiple people? No Yes If yes, is there a limit to how many?

Do you want there to be a wait list? No Yes

Registration Form should include:

Name

Address

Cell Phone #

Email

Names of additional participants

Ages of participants

Other:

Do you need a promo code for sponsors or other special groups? No Yes

Include Waiver/Photo release? No Yes

Do you need to collect payment through the registration? No Yes (If yes, provide information above)

Is there equipment rental/reservation(fee?)? No Yes If yes, describe:

Do you want registrants to have the option to donate to your unit gift account? No Yes

Do you have a suggest word you would like people to text to enter the form?

Do you want to ask them if they would like to receive information about future volunteer opportunities for your unit? No Yes

Important information for registration page:

Important information for confirmation webpage/email:

Are there opportunities for cross promotion on DNR campaigns/education opportunities?

Any other specific requests:

Image required for Calendar Entry – Photos should be High Resolution and Landscape in dimension at least 1200x900 Pixels. We prefer the photo be of the activity or event at that location. Logos can also be submitted.

Return Completed Form to Carter Nuss at NussC@michigan.gov

Please note in the chance this event or program needs to be cancelled after submitted to the event calendar please contact krugerc@michigan.gov (primary), VanantwerpA@michigan.gov or ellsworthJ5@michigan.gov (secondary).