

## ABC SIGNUP Registration Form

The following information is needed in order for us to post an event out on our ABC Sign Up site.  
Please fill out this form completely and return to Event Services.

Event Title:	
Event Location:	
Maximum Participants:	
Event Start Date:	
Event End Date:	
Event Start Time:	
Event End Time:	
Cost Per Participant:	
Do you want to offer a Discount Code?	<input type="checkbox"/> Yes <input type="checkbox"/> No                      Discount % _____ What would you like your Discount Code to be? _____
Are Sign in Sheets needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are Name Tags Needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will Food Be Provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Organizer's Name:	
Organizer's Telephone Number:	
Organizer's Email:	
Event Teaser: (Quick Overview of the Course/Training)	

**IMPORTANT NOTICE:**

- Event Services will not be able to post your event until you have emailed the Course Description to Jay Kirby ([jkirby@washtenawisd.org](mailto:jkirby@washtenawisd.org)) or Cheryl Taylor ([ctaylor@washtenawisd.org](mailto:ctaylor@washtenawisd.org))
- SCECH applications need to be to Cheryl Taylor 35 days prior to your event.