

EVENT INFORMATION SUMMARY

AB-Council-43

Name of Event: _____

Date(s) of Event: _____

Event Location: _____

Committee Responsible for Event: _____

Responsible Guider(s): _____

Maximum Number of Participants: _____ Minimum Number of Participants: _____

Keep a Waitlist? _____ (y/n)

Deadline for Registration: _____

Birthdate Years of Girls Eligible for Registration _____

(for events that specify years within a branch (i.e. second- and third-year Guides), indicate eligible birth date years. A girl may have joined at age 11 and only be in her first year of Guides, but because of her age, she could attend.)

Cost of Event (not including GST): _____

Please list all pricing and/or accommodation options (attach additional sheet if necessary):

Please provide a list with the **names of Guider(s) fully subsidized** by the event, the names of Guider(s) **partially subsidized** by the event and the **cost to that participant**.

Please attach any questions needed in the online registration process (t-shirt size, sessions with additional costs etc.)

For your event, please include **prepared ads** for ANY_GuideNews and the website, along with the associated **Website Submission form** (AB-Council-36). The office will prepare the event registration, post on the website, submit the advertisements and coordinate the opening of registration with the event coordinators.

Please submit this form and attachments to Harvey.Semrok@girlguides.ca.

Please be aware that it takes Alberta Council office a few days to prepare and coordinate all the elements for registration before declaring it "open." Please submit all needed information to the Alberta Council office at least one week before the desired "open" date.