

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Committee Responsible for Event: \_\_\_\_\_

Event Coordinator(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 (Participant, Ranger, staff). 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**. (attach additional sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_

Please confirm the required fields for the online registration system on page 2:

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. Note: All event registrations will include the **Cancellations and Refunds Policy** - *In the event of the participant cancelling her registration up to three weeks prior to the event, 75% will be returned to the applicant. **No refund will be made if cancellation is received with three weeks (21 days) of the event, except upon extenuating circumstances; documentation may be required.***

Please submit this form and attachments to [Harvey.Semrok@girlguides.ca](mailto:Harvey.Semrok@girlguides.ca). (turn over)

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.

**Fields Required for Online Registration:**

- Participant Name
  - First Name
  - Last Name
- Address
- Birthdate (DD-MM-YY)
- Special Requirements (dietary, allergy, mobility, accessibility)
- T-Shirt Size
  - Size selection:
- Contact:
  - Name
  - Email
  - Phone No.
- Accommodation?
  - Double Occupancy
    - If sharing, with who?
  - Single Room
  - No Accommodation Required
- Contact Event Coordinator if Hotel Security Deposit will be problematic.
- Session Choices (attached sheet)
- Other Fields: