WACAC Event Plan **\*REQUIRED TO BEGIN PLANNING\***

**Step 1**: Complete this entire form and email it to [wacacadmin@wacac.org](mailto:wacacadmin@wacac.org)

**Step 2**: Complete the Insurance Request Document and email it to [wacacadmin@wacac.org](mailto:wacacadmin@wacac.org)

**Both of these documents are required to set up your event registration and event planning.**

**If you have multiple dates and/or venues, complete a separate sheet for each.**



* Annual Conference
* Legislative Conference
* District Directions
* Board Meeting/Retreat
* Tour
* Share Learn Connect
* College Fair

**CHECK ONE**:

|  |  |
| --- | --- |
| EVENT CHAIRMAN: | Name:  Daytime phone:  Email address: |

**EVENT:**

|  |  |
| --- | --- |
| DATE: Separate Sheet for each day |  |
| EVENT THEME: |  |
| LOCATION and ADDRESS: | If location has not been determined, please indicate host city or geographic area |
| LOCATION URL: | Website address: |
| DESCRIPTION OF EVENT: one paragraph |  |
| SITE COORDINATOR: | Contact information for Sales or Catering Manager on site:  Name:  Phone:  Email: |
| EVENT BUDGET: |  |

**REGISTRATION DEADLINES:**

|  |  |
| --- | --- |
| REGULAR REGISTRATION BEGINS: | Date: |
| REGULAR REGISTRATION ENDS: | Date: |
| LATE REGISTRATION BEGINS: | Date: |
| LATE REGISTRATION ENDS: | Date: |

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**REGISTRATION FEE:**

|  |  |
| --- | --- |
| MEMBER REGISTRATION FEE: | Regular:  Late: |
| MEMBER REGISTRATION FEE – Conference only: | Early:  Regular:  Late:  One Day: |
| NON-MEMBER REGISTRATION FEE: | Regular:  Late: |
| NON-MEMBER REGISTRATION FEE– Conference only: | Early:  Regular:  Late:  One Day: |
| ADDITIONAL FEES: (Pre-Conference Workshops, IDEA) |  |
| MAXIMUM CAPACITY:  **(Cannot change once the event goes live - NO EXCEPTIONS)** |  |
| REFUND POLICY: |  |

**LODGING:**

|  |  |
| --- | --- |
| HOST HOTEL:  If host hotel has not been determined, list suggestions here: | Name:  Address:  Registration Phone Number:  Registration Website: |
| NUMBER OF ROOMS NEEDED:  If actual number has not been determined, list minimum number to guarantee on contract. |  |
| WACAC REIMBURSEMENT?  Please consult Fiscal Policy. In situations where lodging reimbursement is provided, it is based on double occupancy. | * YES * NO |
| COMMENTS: |  |

Use a separate sheet to list additional neighboring hotels.

WACAC Staff:

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