



California County Superintendents Educational Services Association

1121 L Street, Suite 510, Sacramento, CA 95814 ■ P 916.446.3095 ■ F 916.448.7801 ■ www.ccsesa.org

Event Event Registration Form

Please return to CCSESA Staff no later than five weeks prior to start of Event Registration.

Filled out by _____ Date _____

Event Coordinator Information

Contact Group	
Contact Name	
Title	
Phone	
Email	

Event Information

Event Name	
Event Start Date / Time	
Event End Date / Time	
Registration Deadline	
Maximum Registrants	
Special Notes	
Searchable To Public	Yes No Other
Event Description (Attach as separate document if needed)	

Location Information

Event Location	
Address	
City, State, Zip	
Phone	
Hotel Rooms Contracted	Yes No If yes:
Room Block Rate	
Reservation Deadline	
URL	
Special Notes	

Fee Information

Registration Types & Fees (List all)	Registration Type _____ Fee: _____
	Registration Type _____ Fee: _____
	Registration Type _____ Fee: _____
	Registration Type _____ Fee: _____



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Fee Information (Continued)

Payment Info	Accept Checks: Yes No	Printable Invoices: Yes No
Meal Functions (specify date/time of each)		
Cancellation/Refund Policy	<p>Official Payment/Refund Policy: We will accept cancellations and issue refunds until 11:59 PM on _____. Any cancellations will be non-refundable after _____. Please contact _____ at _____ if you have any questions.</p> <p>ALL registration fees must be paid in full to CCSESA by _____ to guarantee registration.</p>	
Discount Codes (If yes list all)	Name: _____ Amount/Percentage: _____ Yes No Name: _____ Amount/Percentage: _____	
Additional Details		

Registration Questions

List any questions you want invitees to answer/ data you would like to collect (District, COE, title, ect)	
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Event Emails

Check all which apply: (Bold indicates most used)	<u>Pre Event:</u>	<u>Post-Registration</u>	<u>Declined Registration</u>
Receive a copy?	Invitation	Event Reminder (Date: _____)	Cancellation Confirmation
Yes No	Invitation Reminder	Registration Confirmation	Regret
		Travel Modification Confirmation	
		Hotel Confirmation	

Sponsorship

Do you plan to solicit sponsorships? (If yes list all types of sponsorships you would like to offer)	
Yes No	

Additional Comments

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