**PNWR Event Details Form for Tours**

Please use this form as a guide (use only what is applicable) to send out information about your event.

Send the form to Events@pnwr.org. That email address gets it to the Spiel editors, the ad graphics designer, the webmaster, and the person who puts out the email blasts.

**Event Name/Description**:

**Date(s)**:

**Time** (from/to):

**Location**:

 Starting location (full address):

 Ending location (full address):

**Directions to tour starting point)**:

**Registration required (Yes/No)?**

**Registration deadline?**

**Registration method (Direct to tour leader OR online via PNWR Website/MSR):**

**Date (no later than) that tour will be posted for registration:**

**Is there a limit to how many may attend?**

**Meal selection required as part of registration?** (if yes, list choices/prices)

**Cost** ($$$ or no charge):

Paid as part of online registration (Yes/No)?

 Note: online payments via MSR will be billed after registration deadline

For direct registration to tour leader, check payable to:

**Event details** (description of tour, tour route, points of interest, schedule, meals/menu included, featured guests or vendors, what to bring, any limit on number who can sign up?, special notes, etc) Note: this should be a “marketing” description, e.g. tell people WHY they should plan to attend this tour!!

**Do you have a logo, art work, or your own copy to be used? If yes, include as attachment with the Event Detail Sheet.**

**Who to contact for questions:**

**Phone #**:

**Email address**:

**Request for Spiel ad:** Include what months you want ads run, ad size preference (1/4 page/ ½ page). Remember, info must be sent to Spiel editors by the 1st of the month preceding the month of publication, for example May 1 for the June issue. Note: Spiel ads should be planned to run for at least TWO months prior to the tour date(s).

**Request for email blast:** Generally, a reminder is included in the blast for upcoming events. Special requests may be made for a new event, a last-minute event, changes to an event, or a cry for sign-ups if attendance is looking low.