

Event Planning Worksheet for use with External Support Groups utilizing online registration platforms

Event Title _____

Location _____

Program Host: Texas A&M AgriLife Extension Service

Extension collaborators: _____

Names of the CEA's coordinating program

Start Date _____ Start Time _____ End Date _____ End Time _____

Event Description

Organizer Name (External support group name)

Ticket Type (choose one)

- This is a free ticket event and a sponsor will pay the agency fee-based program charges.
- This is a paid ticket event and agency fee-based charges will be paid after the program by External Support Group from the registration fees collected.

Ticket Name _____

Ticket Quantity _____ Ticket Price _____

Refund Policy (circle one) 1 day 7 days 30 days Undefined No Refunds

Certification Statement:

The External Support Group named above understands and agrees to be the organizer and sponsor of the event described and wishes to utilize an online registration tool to register participants. The group agrees to associated fees that may be incurred as result of event collection being handled through the online registration platform. The above-named External Support group further authorizes the use of their bank account information to be used to create an event registration online.

Support Group Chairperson/Designee Signature

Date

Event Planning Worksheet Guide

Event Title: 2020 Trinity Beef Cattle Seminar

Title should not include the agency name nor recommend full county name

Location: Event Center, 1209 Jones Street, Groveton, TX 75845

Provide a physical address and facility name for the event

Start Date Start Time End Date End Time

Provide start date and end date, start time and end time for the event.

Event Description

Provide a description of the event to provide information to the attendee.

Organizer Name: Trinity Beef and Forage Committee

This should be the name of the External Support Group.

Organizer Description

This is additional description space for organizer, but not required to create an event. It can be left blank.

Ticket Type

Both free and fee-based programs can be created. When creating paid tickets, choose how refund and processing fees are handled. The "Pass On" fees option adds the processing fee to the registration price for the event. The "Absorb Fees" option deducted the processing fee from the registration price of the event. Settings for creating tickets is accessed under the "actions" tab in the "create tickets" section when creating an event.

Ticket Name

In most cases, selection would be "general admission".

Ticket Quantity Ticket Price

This section allows the number of tickets sold and the ticket price to be set.

Refund Policy (circle one) 1 day 7 days 30 days Undefined No Refunds

This section is where the refund policy for the event is determined.