

## HOSTING INFORMATION FOR OUTING ANNOUNCEMENT AND REGISTRATION FORM

Send to Communications to open registration

1. Date of event
2. Location of event
  - a. Park name
  - b. Website URL
  - c. Park address
3. Hosts – Full Names
4. Who to collect \$
  - a. Name
  - b. Address to send checks
  - c. Email address
5. Who is contact (this comes from the contact the hosts form on the website)
  - a. Name and email of each contact
6. Who to receive a copy of registrations as they come in
  - a. Name
  - b. Email address
7. Description of event/information about the area
8. Park amenities
9. Site fees per day
10. Pet policy and or fees
11. Any other additional fees – extra car, tents
12. Cancellation Policy
13. Check in times
14. Check out times
15. Date registration opens
16. Date registration closes