



TO BE COMPLETED BY PROFESSIONAL DEVELOPMENT CHAIR

Description of SLC events for Registration Page (short general paragraph):

Content for Confirmation Email to include Amount Due:

Content for Reminder Email:

Member Registration Cost

Regular: \$

On Site: \$

Non-Member Registration Cost

Regular: \$

On Site: \$

Important Dates

Regular Registration Begins (all same date):

Onsite Registration Begins (one week before the individual conference):

Name and Email of College Fair Coordinator:



TO BE COMPLETED BY SLC SITE CHAIR

Site:

Date:

Start Time:

End Time:

Campus Tour Time (*if applicable*):

Registration Limit/Total Number of Attendees:

CANNOT CHANGE!

Total Number of College Fair Attendees:

Is this number included in the overall total number of attendees? _____ YES _____ NO

CANNOT CHANGE!

Location on campus:

Complete Street Address:

City:

State:

Zip:

Site Website:

Site Chair:

Cell Number:

Email address:

Suggested Lodging (if applicable):

Hotel

Address

Hotel Website

Specific Site Email (with details re: parking procedures, arrival, etc.):