

MSR Event Registration Request Form

7/28/22

General:

Thank you for volunteering to chair an SVR event and for choosing to use MSR to handle your registration details. Please be sure that before you make this request that you event has been approved by our social director and has an approved budget.

Event Type: Check All that Apply

- | | |
|--|--|
| <input type="checkbox"/> Dinner | <input type="checkbox"/> Multi-Day Tour |
| <input type="checkbox"/> Other | <input type="checkbox"/> Share the Wealth |
| <input type="checkbox"/> Tour | <input type="checkbox"/> Rally |
| <input type="checkbox"/> Hotel Accommodations Detail | <input type="checkbox"/> limit on registration |
| <input type="checkbox"/> Guess or passenger Registration | |

Event Name:

Event Date(s):

Event Time:

Menu: List choices if any or preset buffet menu

Cost: Person or per car? (includes tax and gratuity if a dinner)

Limit: list maximum registration if applicable

Event Chair and Contact Information:

- ☐ Name
- ☐ Email Address
- ☐ Phone

Description of event: Include start and end location. Itinerary. Pre-registration required?

Can you register via Mail?

☐ Yes

☐ No

If yes, address to send registration:

Registration Close and Open Date:

Refund Policy: For dinner event generally coincides with when the facility requires minimum guarantee after which no refunds should be issued.