

MSR Event Registration Request Form

Updated 12/03/24

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 your event has been approved by our social director and has an approved budget.

Event Type (Check All that Apply)

- Dinner
- Multi-Day Tour
- Tech Session
- Share the Wealth
- Tour
- Rally
- Hotel Accommodations Detail
- Limit On Registration
- Guest or Passenger Registration
- Other: _____

Event Name: _____

Event Date(s): _____

Event Time: _____

Menu: (List choices if any or preset buffet menu. Adding item descriptions is helpful.)

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

Limit: (if applicable, list maximum registration) _____

Event Chair and Contact Information

Name: _____

Email Address: _____

Phone: _____

Description of Event

Include start and end location. Itinerary. Pre-registration required? Be as detailed as possible.

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.

**Save the file as PDF and email as an
attachment to msr@svr-pca.org**

**If you have any questions, please reach out to:
msr@svr-pca.org**