



Virginia Recreation & Park Society

Online Workshop/Training Registration Setup Form

Submit a completed form for each workshop/training your service area or resource group will be offering:

VRPS Committee, Resource Group, or Service Area: _____

Workshop Name: _____

Workshop Description: _____

Date(s) & Time (s): _____

Location Name & Address: _____

Location Phone Number: _____

Person submitting the form: _____

Service Area/Resource Group/Locality: _____

Contact Phone & E-mail: _____

Fee Structure:

- Pricing should be structured so that VRPS members, including Students, receive at least a \$25 reduction in registration fees.
- Three-tiered pricing is required - complete table below:

Registration Type	Early Registration (___/___/___ to ___/___/___)	Regular Registration (___/___/___ to ___/___/___)	Late Registration (___/___/___ to ___/___/___)
VRPS Members	\$	\$	\$
Non-Members	\$	\$	\$
VRPS Student Members	\$	\$	\$
Student Non-Members	\$	\$	\$
CEUs	\$ 10.00	\$ 15.00	\$ 20.00

We are offering CEUs but will not charge the delegate. CEU fees for each delegate will be deducted from registration fee collected and allocated to CEU funds (\$10 early, \$15 regular, \$20 late registration).

We are not offering CEUs.

We are offering CEUs: they can be purchased in addition to workshop registration.

*Remember there is a \$30 fee to the organization for obtaining CEU certification for a training/workshop.

Are any meals included? No Yes

Last day to accept online registrations: _____

Cancellation Policy: cancellations will be accepted up until * _____ minus a 15% administrative charge or \$5, whichever is greater.
(*This date should be prior to your meal guarantee date.)

Substitutions will be allowed; substitutes taking the place of members who registered at a member rate will be responsible for the difference in pricing.

Please list any special instructions for registrants (such as attire, items to bring, etc.):

Will registration be permitted on site? No Yes

If yes, how will this be handled? _____

Expected Expenses & Revenues

Item	Projected Expense
Postage	
Printing/Advertising (including workshop fliers, educational materials, etc.)	
Facility Rental (if any)	
Food & Beverage (including all snacks, drinks, and meals provided if any)	
Speakers (including mileage, fee, reimbursement, etc.)	
CEUs (the cost to apply for CEUs as a workshop)	
Item	Projected Revenues
Registration Fees (projected participation x minimum registration fee)	
CEUs	
Sponsors	

Minimum # registrants: _____ (number needed to break even.)

Maximum # registrants: _____ (number the facility/resources can handle.)

Date to guarantee a meal count: _____

Contact responsible for purchasing & confirming delivery/pickup of meals:

Meal payment plan: _____

Who are the sponsors (if any)? Please send a full color logo to vrps@vrps.com. Please submit logos in a .jpg, .png or .gif format. Please include website URL to which logo should be linked.
