

# On-line Registration Request Form

*Please send request & digital graphics / images to [frances@newhopehk.org](mailto:frances@newhopehk.org) or Ministry Center  
(Due 30 days prior to on-line registration)*

Event Name: \_\_\_\_\_

Location: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Ministry: \_\_\_\_\_ Ministry Leader: \_\_\_\_\_

Public or Private:     Public     Private                      Event Type:     Single Day             Multi-Day

Graphics Avail.:     Yes     No                                      Ongoing Event:     Yes                       No

Cost:                       Free     Price:    \$ \_\_\_\_\_

**Event Date & Time:**

Start Date (m/dd/yy):   
End Date:

Start Time (H:mm tt):   
End Time:

**Multi-Day Dates & Times:**

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**Registration Page Dates:**

Start Date:

End Date:

**Description of Event:**

**Page Details:**

Yes    No

    1. Add-Ons: meals, childcare, added fees, etc.

    2. Discounts: \_\_\_\_\_

    3. Scholarships: \_\_\_\_\_

    4. Photo Release: \_\_\_\_\_

    5. Other Attendee fees: \_\_\_\_\_

Notification Emails Sent To: \_\_\_\_\_

Customize Confirmation Email:

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Questions:

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