



Today's Date: \_\_\_\_\_

## PCO Registrations Request Form

*Please return to Frances Higashi  
(Due 14-30 days prior to start of registration)*

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

Contact Person (s): \_\_\_\_\_

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

Event Manager(s): \_\_\_\_\_

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

Notification Emails will be sent to: \_\_\_\_\_

Public Event \_\_\_\_\_ Private event \_\_\_\_\_

Single Day Event \_\_\_\_\_ Multiday Event: \_\_\_\_\_

List days and times: \_\_\_\_\_

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

Description of event:

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Event Registration Start Date: \_\_\_\_\_ End date: \_\_\_\_\_

Event Day Start Time: \_\_\_\_\_ Event Day End Time: \_\_\_\_\_

List all types of Attendees and Fees: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Customize Confirmation Email:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Add Ons (meals, childcare, etc. include added fees):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Discounts: \_\_\_\_\_

Scholarships: \_\_\_\_\_

\_\_\_\_\_

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Send forms/graphics/images to [frances@newhopehk.org](mailto:frances@newhopehk.org):