Central Oregon Flyfishers
Event Worksheet

EVENT TITLE

LOCATION

| Start Date | | Start Time | |
| End Date | | End Time | |

Additional sessions? Add dates and times

DESCRIPTION: this can include pictures or a flyer:

Any additional event information to be inserted in registration confirmation email:

REGISTRATION
BASE PRICE

Member	$
Non-Member	$

ORGANIZATION CONTACT (event organizer)

MEMBERSHIP FIELDS TO INCLUDE (what information do you need?)

Name, phone #, email address, emergency contact….

Are you limiting participants?
How many?

REGISTRATION DATES:

Registration Date (Begin)	
Registration Date (End)	

There are up to 3 announcements (A1, A2 & A3) and 3 reminders (R1, R2 &R3) sent to registrants. Please enter text for the emails and the date, or days prior to the event you would like them sent.

		Send date
A1	Please type your text here…..or you can attach a document.	
A2	Text…..	
A3	Text….	
R1	Text	
R2	Text….	
R3	Text….	

Return completed form to webmaster@coflyfishers.org