



Event Scheduling Information Sheet

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Event Code _____

Date Submitted: _____

Event Name: _____

Date(s) of Event: _____ Time(s) of Event: Start ____:____ End ____:____

Location: _____

Address: _____ State _____ City _____ Zip _____

Contact Person AT FACILITY _____ Phone _____

Master Product -or- Break Out Session of _____

Event Class: Conference Training Meeting Day Camp Program Resident Camp

Is this event open to non-members? Yes No Is Membership Required? Yes No

Class: Troop Pathway Camp Pathway Series Pathway Virtual Pathway Travel Pathway Adult Learning Events Pathway Other _____

Course: i.e. training, Daisy Day , HAT, _____
(If Applicable)

Is there Grant Funding For This Event? Yes No
If Yes, Which Grant? _____

For Girls Ages Daisies Brownies Juniors Cadettes Seniors Amb
Adults? Yes No Tag-A-Longs? Yes No

Does this event need to allow for a waitlist? Yes No If Yes How Many people? _____

Contact Name and Phone # of person hosting event _____

Instructor (If Applicable) _____

of Girls Min ____/Max ____ # of Adults Min ____/Max ____

of Tagalongs Min ____/Max ____ Total Min ____ Total Max ____

Cost per girl: _____ Cost per adult: _____ Cost per Tag-A-Long _____

In order to maintain a smooth registration process, there are two registration deadlines: the first deadline will be at the rate of cost as listed, the second deadline date will include an additional processing fee which is 50% of the original cost. Most second deadlines are 4-5 days after the first deadline. **The final deadline must be at least 4 days before the event. ALL DEADLINES MUST BE ON A TUESDAY.**

First Deadline _____ Second Deadline _____ Online registration Needed? Yes No

Last Refund Date _____

Is Transportation Provided? **Yes** **No**

If Yes Cost What transportation, i.e. bus, etc? _____

What are the pickup locations?

Are there any other forms that need to be included i.e. Health Forms, HAT Reg form? Yes No

If YES PLEASE attach the forms to the email with this form.

Activation Date _____

Who is the Staff coordinator of this event _____

Description AND Details of Event (including SPECIFIC information):