| RMSC PROGRAM/EVENT FORM  |
| --- |
| ACTIVENET INFO |
| Program Name: |
| Date open for Registration: | Site Location:  |
| Detailed description:  |
| Location notes: | RMSC room: |
| Date/Dates of program: |
| Start time: | End time: | Minimum age: |
| Min # participants: | Max # participants: | Registration ends: |
| Fee city resident: | Fee non-city resident: |  |
| Additional trip info |
| Mode of transportation: |
| Amount of deposit: | Deposit due: | Final payment due: |
|  |
|  |
| Marketing information |
| Guest speaker/presenter, etc: |
| Sponsor(s): |
| Contact email: | Contact phone |
| Activities: |
| Additional Information: |
| **MARKETING MATERIALS** |
| **Internal:**  Flyer Calendar Monthly email Newsletter Special email Mailing/postcard |
| **External**: Community Calendars Radio Newspaper Ad Partner emails Facebook Press Release Website City Worker/City Beat |
| **Other:** |
| aPPROVALS |
| All signatures required before program is approved and entered into ActiveNet |
| Program creator: | Date: |
| Program Manager: | Date |
| Senior Center Manager: | Date: |
| **ACTIVENET / MARKETING COMPLETION** |
| ActiveNet: | Date: | Marketing: | Date: |

Please Use Back for Additional Information