| 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