

Assembly Registration Flyer Information Needed
Addendum B
updated 2/18

Theme for HAWS, Spring (WSC) Fall (District choice), Year

I. Attendee Information

Name, Address, Phones, Email, Group, District or Area position.
Is this your First Assembly? (GR orientation)

II. Registration

- A. Package Options
- B. Meal Options (Vegetarian, Gluten Free etc)
- C. Checks payable to, Mailing address
- D. Contact person phone #, email address
- E. Due by date

III. Room rates & Hotel Information (if separate from meals)

- A. Contact information
- B. Cut off dates to guarantee room rates
- C. Porter Fees (included or at members expense)
- D. Parking Fees (included or at members expense)

IV. Transportation – Option check box if needed

- A. Plane, arrival, departures, flight #, airlines
- B. Pick up and drop off time windows at Airport
(*should coincide w/ meeting start & end times*)
- C. Early bird pick-up

V. Location

- A. Map & directions for driving, public transportation, shuttle etc.

VI. Friday Activities (at members expense)

VII. Misc

- A. Last cut off dates to receive Refund.
- B.

Some suggestions of Committees needed

Committees

Chair	Finance	Registration
Audio	Meals	Icebreaker, Fitness Break
Greeters	Speakers	Transportation
Night Owl Mtg.		Housekeeping
Favors(love gifts)		Floral or Decorations