Please complete this questionnaire. For a preliminary quote, please complete the items. If your event is confirmed, please complete all items.

Event Details

1. Event Title:

2. Event Planner Information:

   - Name:
   - Email:
   - Phone:

3. Point of Contact if different than Planner:

   - Name:
   - Email:
   - Phone:

4. Event Location: (please provide full address including campus name/hotel name)

   - Location Name:
   - Location Address:
   - Location City: Phone: Email:

5. Start Date:

6. End Date:

7. Start Time:

8. End Time:

9. Date to Open Registration:

10. Date to Close Registration:

11. Sponsoring Organization:

12. Sponsoring Organization URL:

13. Total # of People Expected:

14. Maximum Capacity:

15. Dress Code:

16. If event fills, would you like to maintain a Wait List? YES   NO

17. Event Website URL:

Registration Fees & Cancellation Policy

As a member organization, the CPD provides its members with discounted pricing for its conferences and events. In addition, CPD Points are offered as a payment option. In support of those benefits, the CPD wishes to provide the same benefits through its Conference & Event Services. Please consider a pricing structure for your event that includes discounted pricing for SUNY CPD Member campuses.

Please provide the fees for your event:

18. Registration Fees (full conference, one day, guest, workshops, etc.):

- Full Day Price (CPD member, CUNY, SUNY, Other/Non-SUNY):
  - ○
  - ○
  - ○
  - ○
  - ○
- One Day Price (CPD member, CUNY, SUNY, Other/Non-SUNY):
  - ○
  - ○
  - ○
  - ○
  - ○
- Special Discounts (presenters, speakers, host campus, etc.):
  - ○
  - ○
  - ○
  - ○
  - ○
- Early Registration Fees (provide start and end date):
  - ○
  - ○
  - ○

Additional Details

- Late Registration Fees(provide start and end date):
  - ○
  - ○
  - ○

Additional Details

19. Payment Types Available:

    CPD Points
    Credit Cards (Visa and MasterCard Only)
    Journal Transfers
    Purchase Orders / Campus Checks
    Personal Check

20. Who should checks be made payable to?

21. Where should registrants send payments?

22. Vendor Registration Fees: (if applicable)

23. Optional Items: ie: purchase a book; additional vendor table

Cancellations can be accepted online. What is your cancellation policy? (last date to cancel, refunds, cancellation fees, etc)

24. Last day to cancel?

25. Will refunds be issues? YES   NO

    - ○ If yes, amount? (full, ½ etc.)
    - ○ Last day to cancel with refund?

26. Cancellation Fee: $

Registration Options

Please provide any selections registrants will need to make during the registration process?

- Workshops/Sessions (title of workshop/session)
  - ○
  - ○

  - ○
  - ○
  - ○

  Additional Details

- Meals (meals or reception, etc.)
  - ○
  - ○
  - ○
  - ○
  - ○

  Additional Details

- Other (briefly describe)

Guest Registration

Guest Registration: A registrant adds a guest (non-registrant).

27. Will Guest registration be needed? YES   NO

28. What are the Guest registration options and fees (Reg fee, meals, activity)?

Option	Fee

Modifications

Depending on the registration selections, a registrant may want to make changes to their registration. If you want to allow modifications online:

29. What is the last date for modifications?

30. How does a person modify their registration after that date?

Personal/Contact Information

31. What information would you like to gather about the registrant – name, campus/company, email, phone…?

32. What information would you like to gather about their Guests?

33. Pre-event questions can be asked during registration. Typical questions include ADA Accessibility needs and Meal/Food restrictions. What additional questions would you like to ask during registration?

Payment & Invoicing

CPD accepts CPD Points, VISA and MasterCard credit card payments. The registrant will be provided with an online Confirmation/Invoice which they can access online at any time. The option to print and email the Confirmation/Invoice is also available. No follow-up for payment will be done by the CPD.

Registrant Emails

The following emails will be provided. All emails can be customized to your needs.

Registration Confirmation – auto generated when registration is submitted

Event Reminder – can be sent on a date designated by you

Modification Confirmation - auto generated if someone modifies their registration

Cancellation Confirmation - auto generated if someone cancels their registration

Payment Confirmation – auto generated if someone makes an online payment

34. Would you like any other emails sent to registrants, guests, speakers, presenters? YES   NO

Reporting

All reports will be provided via a secure web page. A link will be provided for you to access the reports online, in real time. The option to print the reports or download the data to Excel or other formats will be available.

Web Presence

The CPD can provide a bigger web presence for the event by providing a microsite which will include an event overview page, fee page, and up to two (2) additional pages (speaker, online agenda etc.) as determined by you. The basic site can be customized with your event's branding (logo/header and colors). Please provide logo/header and event colors, if applicable. Maximum header width is 926 pixels.

35. Would you like to use the registration site as your event website? YES   NO
    - If Yes – what other information would you provide?

Additional Details

Advertising

36. Would you like the CPD to advertise via the CPD listservs and on the CPD calendar? YES NO

Name Badges, Registration Lists

37. Would you like the CPD to create name badges and/or registration lists or sign-in sheets for your event? YES   NO

Post Event Survey/Evaluation

CPD's Survey Tool is integrated with the registration system. The CPD can provide your event survey/evaluation online at the end of your event. Email invitations could be sent to the event participants; and reports would be provided to you on the secure report web page referred to above.

38. Would you like to use the CPD Survey/Evaluation services? YES NO

If there any other information you would like to provide, please add it here.

If you have any questions, please feel free to contact us at 315-214-2440 or cpdinfo@suny.edu.