**Event Registration & Set-up Form**

**\*\*THIS FORM SHOULD BE MADE AT LEAST TWO WEEKS IN ADVANCE. WE HAVE A STRICT FIRST COME, FIRST SERVE POLICY. WE WILL NOT DUPLICATE VENDORS!\*\***

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| Date Submitted:  | Date of Event:  |
| Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |  |
| Business Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Door Prize Donation: Yes No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Set Up Time: 9:30am  | Break-down Time: 1:00PMOFFICE USE ONLY: Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Station Number Assigned: \_\_\_\_\_\_\_\_\_C:\Users\Washington Christian\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\QURKY2GX\MM900234700[1].gif |
| Person Responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Product Displayed or sold (Please provide a brief description of what will be on display or sold during this event. This helps us minimize duplication.) |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**Payment is due at the time of completing the registration form, via our website:** [**www.washingtonchristianacademy.net**](http://www.washingtonchristianacademy.net) **. We will not accept payments at the time of the event. Please forward form, as an attachment, via e-mail to WCA Director at** **afterschoolwca@gmail.com**