**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: 1:00PM  OFFICE 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**](mailto:afterschoolwca@gmail.com)