



Procedures

1. You must be a ratified Club before submitting a Fundraising Special Event Registration Form.
2. Each event must be registered separately before an event can proceed.
3. After the form is completed, submit it to the SPSA Support Centre (Room 116) in Saskatoon or the SPSA Office in Prince Albert (Room F206.B Tech Centre). Responses will be returned within 48 hours.
4. It is the responsibility of the Club to become familiar with the SPSA Clubs' Fundraising Events Policy to ensure guidelines are adhered to.
5. Failure to complete this Registration Form may result in delays in this Event's registration.

Club Name			
Club Contact Name		Club Contact Phone Number	
Club Contact E-mail			
Location of Event			
Event Date(s)	Event Start Time(s)	Event End Time(s)	
Description of Event			
Event Proceeds to			
Is a table rental required for ticket sales?			YES
			NO

List day(s)/date(s)/time(s) and location(s) to sell tickets				
Date	Start Time	End Time	Location	Booking Approved (Office Use Only)