**APS Special Events Template** (see ***Questions To Ask*** - ***Guide*** on page 2) Creation Date: **February 21, 2013**

This Template is easy to use: **1)** Type info into gray spaces **2)** Click SAVE when you are done **3)** Return as attachment via-mail. **Please do not leave any field empty**. If a field does not apply, **type N/A**.

The **Event Description** field should be **written exactly as you would like it to appear in the Coupons**.

|  |  |
| --- | --- |
| Event Date and Day: |  |
| Event Title: |  |
| Event Time: |  |
|  | Event Time should be at least 15 min prior to actual start of Event |
| Include this event with coupons for:  Double -click box then mark “checked” | September Workshop (Orientation)  Nov Workshop  Jan Workshop  April Workshop  June Workshop (Promotion) |
| Event Location: |  |
| Event Address: |  |
| Event Phone: |  |
| Event Staff Info: |  |
| Event OPEN TO: |  |
|  | Write specific grade levels or write **“Open to All Family Members”** |
|  |  |
| Contact Name: **(Send Coupon To)** |  |
| Contact Phone: |  |
| Contact Address: |  |
| Contact E-mail: |  |
| Coupon Deadline: |  |
|  | Deadline should be at least 3 weeks prior to Event Date |
|  |  |
| Amt APS is Charged: |  |
|  | If charge differs for adult /child enter all; i.e. “Adult $4.50; Child (5-12 yrs) $2.50; Child (1-4 yrs) FREE” |
| Cost: |  |
| E-mail APS for assistance with determining Cost. | **COST is what will be printed on the coupon**. This amount should be greater than “Amt APS is Charged”. If Cost on coupon differs for adult /child enter all; i.e. “Adult $5.00; Child (5-12 yr.) $3.00; Child (1-4 yr.) FREE” |
|  |  |
| Misc. Info: |  |
| Event Description: | Write this EXACTLY as you want it to appear. Use other coupon descriptions as examples. |

**Questions To Ask - Guide**

The following information is needed when setting up an APS Special Event. Please ask ALL of these questions at the time you call to set up a field trip (even if you don’t think they are necessary)

1. What date and start time can the event be scheduled \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. How long will the event last \_\_\_\_\_\_\_\_\_? What time will it end \_\_\_\_\_\_\_\_\_?
3. What age/grade level is appropriate for the event \_\_\_\_\_\_\_\_\_?
4. Can older or younger siblings attend? If YES, how young/old can the attending siblings be \_\_\_\_\_\_\_\_\_?
5. If babies and toddlers can attend, may strollers or baby backpacks be brought in \_\_\_\_\_\_\_\_\_?
6. We are a Private Christian School engaged in Independent Study Programs. We require the attendance of at least one parent per family. We find that our children are well behaved because of the policy. Is this acceptable with your organization \_\_\_\_\_\_\_\_\_?
7. What is the fee to attend the event? \_\_\_\_\_\_\_\_\_\_\_\_per student. \_\_\_\_\_\_\_\_\_\_\_\_per sibling, \_\_\_\_\_\_\_\_\_\_\_\_per parent
8. What is the minimum number we need to schedule this event \_\_\_\_\_\_\_\_\_? What is the maximum number \_\_\_\_\_\_\_\_?
9. If our school does not meet the minimum number to attend this event, how long do we have to cancel \_\_\_\_\_\_\_\_\_?
10. How / when can we increase or decrease our expected number to attend \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
11. Is there a cancellation deadline (write date) \_\_\_\_\_\_\_\_\_? Is there a cancellation fee \_\_\_\_\_\_\_\_\_?
12. Is a deposit required? \_\_\_\_\_\_\_\_\_\_\_\_ If YES, how much and when is it due \_\_\_\_\_\_\_\_\_?
13. Is there a parking fee required (how much) \_\_\_\_\_\_\_\_\_?
14. Can we receive written confirmation and a map by mail / e-mail from your organization?
15. Who should be called at your organization if there are any changes \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?
16. Is there any pertinent information that your organization would like us to have?
17. Please note any other information that might be helpful in making this event successful.