



# Circuit Rider Books

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800-637-3949  
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www.circuitriderbooks.org

## Event Information Form

FOR OFFICE USE ONLY

Event # \_\_\_\_\_  
Dates \_\_\_\_\_  
City \_\_\_\_\_

Today's date: \_\_\_\_\_ Updated: \_\_\_\_\_ Event Type : \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

Sponsor Information: \_\_\_\_\_ Please state:  Ecumenical event or  Denominational affiliation: \_\_\_\_\_

Group sponsoring/organizing this event: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Information: Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell) \_\_\_\_\_

e-mail: \_\_\_\_\_

### Location Information:

Event location: \_\_\_\_\_

Contact name: \_\_\_\_\_ :

Contact Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP+4 \_\_\_\_\_

Telephone(home) \_\_\_\_\_ (work) \_\_\_\_\_

e-mail: \_\_\_\_\_

This facility is a (check one):  church  retreat/conference center  hotel/motel  camp  other \_\_\_\_\_

Event Information: \_\_\_\_\_ # people expected to attend event: \_\_\_\_\_

Registration begins on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM

Last scheduled time together ends on (date) \_\_\_\_\_ at (time) \_\_\_\_\_ AM PM

Event's theme or topic is: \_\_\_\_\_

Keynote speaker(s) are authors:  Yes  No If yes, enter author's complete name above.

Keynote Speaker(s) is/are: #1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

Need a specific time for authors present at this event to sign their works at the bookstore?  Yes  No

Are there pre-event reading requirements?  Yes  No (Complete BLUE book request sheet for these titles)

Workshops/seminars/classes during our event are: (Presenter completes a BLUE book request form for titles they want on display)  
 TITLE or SUBJECT PRESENTER


Name of person submitting this information: \_\_\_\_\_

**FOR CIRCUIT RIDER USE ONLY**

**Give Dates & volunteer's initials:**

**Packet Sent** \_\_\_\_\_

**Info Form Rec'd** \_\_\_\_\_

**Agreement Rec'd** \_\_\_\_\_

**Confirmed** \_\_\_\_\_

How? \_\_\_\_\_

**Pre-Reading Info**

Due \_\_\_\_\_

Rec'd \_\_\_\_\_

Ordered \_\_\_\_\_

Arrived \_\_\_\_\_

**Pre-Reading Distribution**

Due \_\_\_\_\_

Rec'd \_\_\_\_\_

Shipped \_\_\_\_\_

**Book Request Info**

Due \_\_\_\_\_

Rec'd \_\_\_\_\_

Ordered \_\_\_\_\_

Arrived \_\_\_\_\_

**Location Info Rec'd**

Set-up \_\_\_\_\_

Directions \_\_\_\_\_

Housing info rec'd \_\_\_\_\_

**Detail Notes:  
Directions**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Set-up**

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

**Housing**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Store Hours**

Mon \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Tue \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Wed \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Thu \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Fri \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Sat \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Sun \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

**Staff Assignments:**

DAY	TIME	VOLUNTEER
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