



MACRAO CVENT SET-UP QUESTIONS

Questions? Contact Aimee Adamski 586.445.7246 or adamskia@macomb.edu.

Name of event	
Date(s) of event	
Start time	
End time	
Location	
Location address	
Location phone number	
RSVP cutoff date	
Early bird rate (cutoff is 30 days prior to event)	
Regular rate	
Name, phone and email of contact(s) for questions from registrants	
Capacity/seat limit	
Meal selections, if not buffet	
Hotel name (if appropriate)	
Hotel address, phone and website	
Description of event (need not be long but will be included on website and possibly on the event invitation)	
Dress (most events list business casual as appropriate)	
List date of early bird reminder deadline (usually one week prior)	
List date of RSVP cutoff reminder (usually one week prior)	
Contact names, phone and email (regarding cvent setup)	

Suggestions:

- Review the MACRAO refund policy:
<https://www.macrao.org/Publications/Event%20Registration%20and%20Refund%20Policy.pdf>
- Review any active events from the MACRAO webpage to get ideas on tabs and messages.

Once complete, click here to submit your form.