



## SPECIAL REGISTRATION 2023

Group name: \_\_\_\_\_  
(ex: 'Susie's Birthday', or 'Sprott Shaw Students')

Contact Person: \_\_\_\_\_ Proposed date: \_\_\_\_\_

Best contact phone (including text notifications): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email (required for admin and group notifications): \_\_\_\_\_

Known Allergies and/or relevant medical information for participants:

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### Amenities requested?

- ☐ Tables (2)
- ☐ Chairs (8)
- ☐ BBQ
- ☐ Use of Fire Pit
- ☐ Photo Booth
- ☐ Children's games

### Activites requested?

- ☐ Test Rides
- ☐ Groundwork Practice
- ☐ Horse care demo
- ☐ Horsemanship demo

Approximate number and age range of participants: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_



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Please list the names of known participants:

*\*Can be submitted along with signed waivers as late as the start of the event*

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Any additional questions or comments?

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### OFFICE USE ONLY:

Assigned staff: \_\_\_\_\_

Registration Checklist:

- ☐ Signed Waiver Received for each participant
- ☐ Payment received
- ☐ Confirmation email sent
- ☐ Data entered in quickbooks and contacts
- ☐ Event plan completed