

NFPC Program Registration Form (rev by RC. 10-11)

Coordinator's Name: _____

Diocese/Religious Community/Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Program: _____ Date(s): _____

Target Audience: _____

Estimated Number of Participants (Minimum of 15): _____

Program Site: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

The NFPC will:

- Contact and make arrangements with the facilitator (s)
- Provide an overview of the program and a photo/biography of the facilitator(s)
- Order & ship materials to the program site
- Print & ship nametags & table cards of participants to the site (if requested)
- Market the program through its weekly e-letter NFPC This Week and the NFPC website (if requested)

The NFPC requests the host provide:

- Local arrangements such as: housing and food
- Local marketing and registration arrangements
- A meeting room set up in round/square tables of 6-8
- AV equipment: (TV monitors/ large screen projector, DVD player, LCD projector/screen, flip charts, pad & markers etc.)
- Facilitator(s) travel expenses and room & board
- A program schedule
- A deposit of \$500 (to accompany this form & non-refundable 30 days before event)
- A roster of participants and completed evaluations after the event
- A few photographs of the event (for publicity purposes)



Deposit Payment

Check or Money Order enclosed

OR Credit Card

Visa Mastercard American Express

Card Number: _____ Expiration Date: _____

Signature: _____ Date: _____

NFPC
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