Fort Carson MWR
Eventbrite Information Checklist
(Revised 6/6/19)

5W's

- ❏ Title/Name
- ❏ Date/s
- ❏ Start/End Time/s
- ❏ Location
    - ❏ Address
- ❏ Details from **Marketing Information Checklist**

Tickets/Registration

- ❏ Paid Ticket/s
    - ❏ Program absorbs surcharge?
    - ❏ Customer absorbs Surcharge?
- ❏ Free Tickets: What limiting conditions do you have for free tickets?
    - ❏ Do you require a purchase of a paid ticket in order to issue a free child ticket?
- ❏ When Do Sales Open? (per ticket)
    - ❏ Specify time and date
- ❏ When Do Sales Close? (per ticket)
    - ❏ Date/Time/Region

Form

- ❏ Require individual info for each ticket? (helpful for races/athletic events)
- ❏ Require purchaser info only? (helpful for dining events like brunches)
- ❏ The minimum amount of information required on the form is: Name, Billing Address and E-mail address.

Do you need additional info?

- ❏ Phone Number
- ❏ Gender
- ❏ Age

❑ Birthdate

What Custom Questions Do You Want To Ask? Here are some examples:

❑ Shirt Sizes
❑ Shirt Quantities
❑ DOD/General Public Waiver (available on
❑ Meal Options
❑ Seating Preference
❑ Other Custom Questions You May Need:
❑ Registration Categories (helpful for weight/gender based athletic events)
❑ Waiver for Participating (please provide us text for the waiver if you do not wish to use the generic MWR waiver)

Additional Items

If you require the purchase of a paid registation/ticket to issue a free child registration/ticket, we can set the form up to where they must add at least one paid registration/ticket to their cart before they can add a free registration and move on to checkout.
Don't forget to define exactly what is not included with free registration.

Custom Messages

We can customize automated messages for the customer to receive once they register using Evenbrite.

❑ *Customer Order Confirmation Email:* Do you have a specific message to include in their order confirmation email? (Example: Instructions for the day of the event)
❑ *Scheduled e-mail reminders:* You can request specific dates/frequencies for a custom email reminder. You can provide text for you email reminder or you can specify if you want us to write it.