

# Event Promoter Worksheet



Please fill out this form to the best of your abilities. Once submitted, Millennium Running will confirm receipt and begin to build your online registration page.

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Event Name

Event Address

City, ST

Zip

Presented By:

Event Date

Online  
Registration  
Opens

Time (HH:MM)

Online  
Registration  
Closes

Time (HH:MM)

Event Website

Event Race  
Director/Primary  
Contact

Event Contact  
Phone Number

Event Contact  
Email Address

Registration  
Confirmation  
Email (To be  
included in  
registrant  
confirmations)

# Event Payment

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Check Payable  
To

Name

Address

City

State

Zip

## Waiver

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Event Waiver

## Event Categories

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Category #1

ex. Adult 5k (13  
+)

Description

Category Entry  
Fee

Category  
Distance

Category Start  
Time

Category  
Participant Limit

Category Age  
Restriction

TO

Category Price Tiers

Tier #1	Date	<input type="text"/>	Price
Tier #2	Date	<input type="text"/>	Price
Tier #3	Date	<input type="text"/>	Price

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Category #2

ex. Kids 5k  
(12&Under)

Description

Category Entry  
Fee

Category  
Distance

Category Start  
Time

Category  
Participant Limit

Category Age  
Restriction

TO

Category Price Tiers

Tier #1	Date	<input type="text"/>	Price
Tier #2	Date	<input type="text"/>	Price
Tier #3	Date	<input type="text"/>	Price

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Category #3

ex. 10k Run

Description

Category Entry  
Fee

Category  
Distance

Category Start  
Time

Category  
Participant Limit

Category Age  
Restriction

TO

Category Price Tiers

Tier #1	Date	<input type="text"/>	Price
Tier #2	Date	<input type="text"/>	Price
Tier #3	Date	<input type="text"/>	Price

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## Merchandise

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Merchandise  
Item #1

Description

Merchandise  
Options (ex.  
sizing choices)

Price

Total Quantity

Category(s)  
Assigned to

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Merchandise  
Item #2

Description

Merchandise  
Options (ex.  
sizing choices)

Price

Total Quantity

Category(s)  
Assigned to

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Merchandise  
Item #3

Description

Merchandise  
Options (ex.  
sizing choices)

Price

Total Quantity

Category(s)  
Assigned to

# Custom Questions

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Question #1

Assign to which  
category(s)

Acceptable  
Answers

Required?

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Question #2

Assign to which  
category(s)

Acceptable  
Answers

Required?

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Question #3

Assign to which  
category(s)

Acceptable  
Answers

Required?

# Donations

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Organization #1

Organization  
Description

Organization #2

Organization  
Description

Organization #3

Organization  
Description

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Please Email completed Worksheet to  
[contact@millenniumrunning.com](mailto:contact@millenniumrunning.com) **ALONG** with an event  
logo image and any additional event collateral to be used  
with online registration