

## Activation Checklist

Now that you have completed your event creation in the Events Management System, it is time to request activation by the ANR Event Services team. Please complete this checklist prior to requesting activation of your event to avoid possible delays in activating your event. Ensure the following:

- Event start and end dates are in the future.
- Short description is not cutting off.
- Title banner is included, in either the field or the banner
- Description includes the who, what, where, when, why and cancellation policy if relevant.
- Confirmation message gives the participant information related to the program.
- Registration dates are relevant.
- Registration form(s) collect all the information you need.
- Any field that is collecting money has a pricing rule.
- You have previewed your event and tested the registration page.