**SignUp Genius Request Form**

*Please complete each section, even the repetitive info.  
Email completed form to Volunteer Coordinator, who will post to SignUp Genius*. *Info will be posted exactly as submitted.*

**Section 1**

Date: \_\_\_

Day of the week: \_\_

Event Title: \_\_

Time: \_\_

Location: \_\_

**Section 2 – Group information- Check one**

Members Only: \_\_\_

Members and Guests: \_\_

**Section 3 – Event Description**

Title: \_\_

Day and Date: \_\_

Time: \_

Location: \_\_

Description of Event: \_\_\_\_\_

Zoom Leader (person responsible for starting and stopping the Zoom meeting*)*: \_\_

**Section 4 – Additional Info for Voter Registration**

Certified Lead: \_\_

Number of Volunteers Needed (# of SignUp Genius slots): \_\_\_

**Section 5 – Additional Info for Meeting Events**

Brief Activity Description: \_\_\_

Contact: \_\_

Cost, if applicable: \_\_\_

Approx number of attendees (# of SignUp Genius slots): \_\_