

2025 - 2026 SINGLE Major Park-wide Event Request

OFFICE USE:

Date: _____

Initials: _____

Time: _____

EVENT NAME: _____

Event Date: _____ Alternate Date: _____

Event START Time: _____ AM PM Event END Time: _____ AM PM

TICKETS? YES NO Printed and Sold by Activity Office

TICKET PRINTING INSTRUCTIONS

Max # of Tickets: _____

Date: _____ Time: _____ AM PM Location: _____

Cost: \$ _____ SPECIAL INSTRUCTIONS: _____

LIST EACH ROOM NEEDED FOR THE EVENT. (INCLUDE SET UP AND TEAR DOWN TIME)

Room(s) Requested	Set Up Time(s)	Tear Down Time(s):
1. _____	_____ AM PM	_____ AM PM
2. _____	_____ AM PM	_____ AM PM
3. _____	_____ AM PM	_____ AM PM
4. _____	_____ AM PM	_____ AM PM

*** Tables and Chair set up and Tear Down are the responsibility of the organizer.

*** Reminder: It is the responsibility of each activity/function to provide their own supplies and to leave the room clean and organized for the next event.

CAMPERSAPP 'description' (what do you want the viewer to know about your Park Wide Event)

PRIOR TO EVENT (description example: if there is a deadline soliciting for vendors, photo submissions) Deadline Date:	REMINDER (suggested: Monday Prior to event) Date:	DAY OF EVENT (description) Date:
Email description to activities@rinconcountry.com:	Email description to activities@rinconcountry.com:	Email description to activities@rinconcountry.com:
60 words MAX	60 words MAX	60 words MAX

Food Served? YES NO Person in charge of Food Safety? _____

Special Needs: Lighting ☐ Sound/Mics ☐ Electricity ☐ _____

SUBMITTED BY:

#1 CONTACT _____ Phone: _____

Lot# _____ Email: _____

#2 CONTACT _____ Phone: _____

Lot# _____ Email: _____

(For Office Use Only)

Staff Initials: _____

Date: _____

Approved as Requested

YES NO

Approved with Modifications

YES NO

Modifications: _____

Reason if not approved: _____

How to Submit a SINGLE Major Park-Wide Event FORM

- A. **Fill out the form** – type your information directly into the editable form.
- B. **Submit your form** – either print and bring it to the Activity Office or email it to activities@rinconcountry.com.
- C. **Send your event description** – email (activities@rinconcountry.com) Activity Office the exact wording you'd like posted on CampersApp so we can copy and paste it into the event calendar.
- D. Keep a copy of this form for your records.

CampersApp 3-Part Event 'Description' Guide ****Not to exceed 60 words****

1. **NOTIFICATION** – Prior to Event (Vendor/Participant Sign-Up)

This is your last announcement to get vendors, participants, photo submissions, or volunteers on board.

Example template: We're excited to announce our upcoming [Event Name] happening on [Event Date]! We're now accepting [vendors/performers/contest entries/volunteers]. Reserve your spot by [Deadline Date] to join in the fun. Don't miss this chance to be part of one of our favorite community traditions! [include contact info]

2. **REMINDER** – Before Event (Last Call & Attendee Prep)

This is sent closer to the event to build excitement and remind people to attend.

Example template: *The countdown is on! Our [Event Name] is just around the corner on [Event Date]. Come join us for [highlight features – food, music, raffles, contests, shopping, etc.]. Doors open at [Time] in [Location]. Don't forget – *[final note if needed, like “bring your lawn chairs” or “ticket sales ends tomorrow”].

3. **DAY OF EVENT** – What's Happening Today

This is posted on the day of the event to get people to show up and know what to expect.

Example template: Today's the day! · Join us for [Event Name] happening at [Location] starting at [Time]. Here's what's waiting for you:

[Entertainment/Music]

[Food/Drinks]

[Vendors/Shopping]

[Raffles/Games/Contests]

What is CampersApp? It is Rincon Country West **ultimate digital guide** to everything happening in the resort. Think of it as your go-to place for **event updates, reminders, and activities**—all in one spot, right on your phone.

RCW Clubs and residents: if you have any questions, please contact the Rincon Country West Activity Office at 520-889-6900 or email activities@rinconcountry.com