

2026 - 2027 Major Park-wide Event Request

OFFICE USE: Date: _____ Initials: _____ Time: _____
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CLUB OR GROUP NAME: _____

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)

See instructions on back of this form.

PRIOR TO EVENT (description example: if there is a deadline soliciting for vendors, photo submissions)	REMINDER (suggested: Monday Prior to event)	DAY OF EVENT (description)
Deadline Date:	Date:	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? _____
(Certificate Required)

SUBMITTED BY:

#1 CONTACT NAME: _____ Phone: _____

Lot# _____ Email: _____

#2 CONTACT NAME: _____ Phone: _____

Lot# _____ Email: _____

(For Office Use Only) Staff Initials: _____ Date: _____

Approved as Requested YES NO Approved with Modifications YES NO

Modifications/Comments:

Approval sent to Primary Contact via RCW Mailbox: Date: _____

How to Submit a Major Park-Wide Event FORM

- A. **Fill out the form** –print your information directly onto this 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/ Club Guide 3-Part Event 'Description' Guide

****Not to exceed 60 words, No ALL CAPS or Bold****

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]

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

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

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

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

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