

2026 – 2027 Single or Ongoing Activity

(CIRCLE ONE) **SINGLE** **ONGOING**

OFFICE USE:

Date: _____

Initials: _____

Time: _____

CLUB OR GROUP NAME: _____

EVENT NAME: _____

Event Date: _____

Alternate Date: _____

Event START Time: _____ AM PM

Event END Time: _____ AM PM

LIST 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

ALTERNATE ROOM IF 1. is not available

2. _____ 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.

Day(s) of the week (circle):

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Indicate schedule (i.e. weekly; 1st & 3rd Monday or attach list of dates requested):

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

See instructions on back of this form.

Private Party? Yes: (will not be included in CampersApp or Guidebook)

Include in Camper's App ? YES NO

Include in Club & Activity Guidebook YES NO

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: _____

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How to Submit a Single or Ongoing 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 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]

Please indicate: Private Party? Yes: (will not be included in CampersApp or Guidebook)
Indicate if you want in CampersApp and or Guidebook.

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