**Event Registration Templates/Samples**

It is recommended to use a platform like Google Forms that automatically collects responses in a spreadsheet, making it easier to gather and manage data as well as contact businesses efficiently.

Here are two different sets of sample registration questions that can be tailored to your event. Feel free to modify them as needed to best suit your specific goals.

**Basic:**

Please let us know if you will be in attendance for our [Event] on [Date], at [Place}, from [Time].

Name of Business\*

Your Name\*

Your Industry\*

Your Email Address\*

**Detailed:**

Join us for a Worksite Tour Day on [Date]

We invite you to participate in our upcoming Career and Technical Education (CTE) Worksite Tour Day, an exciting opportunity to provide students with valuable exposure to various careers within your industry. By opening your doors to these young minds, you can help broaden their understanding of the different career paths available and inspire their future professional journeys. Your participation will play a crucial role in enriching students' educational experiences and helping them make more informed decisions about their career interests. Register today to contribute to this impactful initiative and support the development of our future workforce!

Please complete this form if you are interested in hosting groups of students for Worksite Tour Day.

**Please register no later than [Date].**

Once you register, you will receive detailed information and an invitation to an orientation session. During this session, we will discuss the day's layout, outline expectations, and address any questions you may have.

**Section 1: Company Information**

What is the name of your business?

What is the industry of your business?

What is the address of your business?

Primary Contact Person:

Contact Email and Phone Number:

**Section 2: Tour Details**

Number of students you can accommodate?

Preferred date(s) and time(s) for hosting tours?

Duration of the tour: 30 minutes, 1 hour, 1.5 hours, 2 hours

Specific area or departments to be showcased?

**Section 3: Employee Involvement**

Number of employees available to interact with students?

Titles/Roles of employees involved in tour:

Are there any employees who can provide hands-on demonstrations or activities?

**Section 4: Logistics and Safety**

Are there any safety protocols or requirements students should be aware of (e.g. safety gear, closed-toe shoes)?

Are there any areas of the worksite that will be off-limits to students?

**Section 5: Tour Content**

Briefly describe the key activities or highlights planned for the tour?

Will there be a Q&A session with employees?

Will you provide any informational materials or handouts to students?

**Section 6: Additional Information**

Do you have any specific requests or requirements for the student groups?

Is there any additional information you would like to share with us?

**Section 7: Confirmation and Follow-Up**

Are you interested in participating in future workforce development events?

**Sample Google Form:**

