



NORTHWESTERN
UNIVERSITY

Online Event Registration Site

Single Event Request Form

Please complete the following to request an online event registration site:

Event Name:		Date of Application:	
Date registration Opens:	Date registration closes:	Dates of event (if different):	
Estimated Attendance	Estimated Revenue		
Dept. Name	Dept. Phone #	Dept. Fax #	
Dept. Building / Street	Dept. City, IL	ZIP Code	Mail Code
Business Contact	E-mail Address		
Technical Contact	E-mail Address		
Send statements to, if different than above:			
Billing Name:	Billing Phone #	Billing Fax #	
Billing Street	Billing City, IL	ZIP Code	Mail Code
Chart string to charge for setup and transaction fees: Fund – DeptID – Project – Activity – Account (Usually 78680)			
Chart string to credit for payments: Fund – DeptID – Project – Activity – Account			
Additional services requested: Event Building	Performed upon request by Certain or their affiliate and charged by the hour; Notify us of the need to receive a quote from Certain by placing an 'x' here:		
Individual Training	Onsite training offered by Certain charged by the hour plus any travel expenses or webinar based training charged based on number of participants; Notify us of the need to receive a quote from Certain by placing an 'x' here:		

The following are terms and conditions which must be agreed to in order to participate in the event registration online program:

Department agrees that it will not store any credit card numbers electronically. Department further agrees that if credit card numbers are received through any means, they must be securely stored until processed through a PCI-DSS compliant workstation or through a standalone credit card terminal.

By signing this form you agree that you have read the NU Event Registration Online documentation and will abide by the requirements for participation in the program.

Requested by:
Printed Name

Financial Director or
Dean Approval:
Printed Name

Title

Title

Signature

Signature

Date

Date
