

Form Request for Events, Workshops, Exhibitions & Grants/Awards

This guide is meant for online event registration and credit card payment for Guild of Book Workers Chapters. It includes all fields from the most recent **Registration Form Request Form**.

For corrections or suggestions, email: communications@guildofbookworkers.org

Table of Contents

1. [Overview & Examples](#)
2. [Form Data](#)
3. [Confirmation Emails](#)
4. [File Submission](#)
5. [Payment](#)
6. [Cancellations and Refunds](#)
7. [Closing the Form](#)
8. [Overview of Online Form Process](#)
9. [Information to Include in Form Request](#)

1. Overview & Examples

The GBW national body maintains a subscription to **Jotform**, a secure online form building service. These forms are used for:

- **Events** – Lectures, open studios, social gatherings, etc.
- **Workshops** – Hands-on classes (in-person or virtual).
- **Exhibitions** – "Intent to enter" or official submissions.
- **Grants / Awards / Giveaways** – Opportunities requiring application or supporting materials.

Features include:

- Online payment
- Custom confirmation emails
- Secure data collection

Examples of past forms:

- Workshop Entry Form
- Exhibit Intent to Enter Form
- Exhibit Submission Form

2. Form Data

All form data is securely stored in Jotform. Payment data (like full credit card numbers) is **never stored**.

After each submission:

- The Chapter Chair and person requesting the form will receive an auto-email with participant info.
- A link to the master list is provided.

Event Forms

Field	Description
Event Name	Title of the event
Description	Purpose and content
Location	Full address or "online"
Date/Time/Time Zone	Start and end times
Registration Deadline	Final date to register
Max Participants	Attendance cap
Price (Members / Non-Members)	Distinct rates
Confirmation Email	Auto-response text
Confirmation Email Address	Email to receive copies
Accessibility	Info about accessibility needs
Website Link	Include GBW website?
Cancellation Policy	Terms and conditions

Workshop Forms

Field	Description
Workshop Title	Title of the workshop
Location	Full address and contact
Sessions	Total number of sessions
Date/Time/Time Zone	Schedule details
Description	Full description for listing
Registration Deadline	Last day to register
Max Participants	Limit for sign-ups
Price (Members / Non-Members)	Tiered rates
Materials Fee	If applicable
Confirmation Email	Class details, materials, Zoom
Confirmation Email Address	Email for notifications
Website Link	Yes / No
Cancellation Policy	Terms and refund info

Exhibition Forms

Field	Description
Type	Intent to Enter / Submission
Name	Exhibition title
Description	Theme and purpose
Eligibility	Membership, number of entries
Location	Exhibition venue or address
Date/Time/Time Zone	Event dates
Deadlines	Final date to submit
Important Dates	Delivery, jurying, opening
Info Collected	Bio, title, statement, etc.
Entry Pricing	Tiered by membership
Confirmation Email	Auto-response
Website Link	Yes / No
Cancellation Policy	Rules and refunds

Grant / Award / Giveaway Forms

Field	Description
Special Requirements	File uploads, letters, etc.
Payment Required	Yes / No
Confirmation Email	Next steps
Confirmation Email Address	For copies
Accessibility	Info about expected needs
Website Link	Optional
Cancellation Policy	Required if fee collected

3. Confirmation Emails

Participants receive an automatic confirmation email after submitting the form.

Include:

- Registration confirmation and thank-you
- Event/workshop details (date, time, location)
- Zoom link or parking info (if applicable)
- Submission deadlines (if any)
- Required materials or supply list
- Contact info for questions
- Cancellation/refund terms

To customize:

- Enter full message in the "**Confirmation Email**" field
- Indicate if variations are needed based on form logic
- For help, contact: communications@guildofbookworkers.org

4. File Submission

Forms may include file upload fields (e.g. images, resumes). Files are stored in Google Drive unless otherwise requested.

- Submitter's **last name** is included in filenames
- Folder access instructions will be shared by the Communications Chair

5. Payment

- Payments go through the **Guild's PayPal Pro** account
- **No American Express** accepted
- **3% processing fee** should be included in your pricing

Process:

- All payments are collected nationally
- Chapters receive **quarterly transfers**
- Member discounts are allowed (verify member status)

6. Cancellations and Refunds

Refunds must be approved by the **Treasurer**: treasurer@guildofbookworkers.org

Standard policy:

- 10% cancellation fee up to 30 days before event
- **No refunds** within 30 days of event
- Registrations are **non-transferable**

To request a refund:

- Notify both Communications Chair and Treasurer
- Include name, email, refund amount
- Request to reopen the form (if needed)

Form language (footer):

"All questions regarding registration should be directed to _____, Chapter Events Coordinator.

All fees listed are in USD.

Cancellation fee: 10% up to 30 days before the workshop.

No refunds within 30 days.

Registrations are non-transferable

7. Closing the Form

Forms can be set to close:

- On a specific **date/time**
- After a certain **number of submissions**

Retention: Forms are deleted **2 months** after the event unless otherwise requested.

8. Online Form Process (Step-by-Step)

1. Fill out the request form:
[GBW Event Registration Request Form](#)
2. Missing something? Contact the Communications Chair.
3. A draft form is created and shared with the Chapter Events Coordinator.
4. Feedback is gathered and finalized.
5. Chapters distribute the registration link.
6. The form opens/closes automatically.
7. Data is stored securely; funds are transferred quarterly.
8. Form is deleted two months after the event.

9. What to Include in Your Form Request

Choose the correct event type

Include complete event details (name, location, dates, time zone)

Provide a clear description

Set deadlines, pricing, and limits

Write confirmation email content

Identify email to receive submissions

List special fields (file uploads, access needs)

Define cancellation policy

Decide on including GBW website link

For exhibitions: list artist info fields

Confirm host chapter

Add unusual details in the "Notes" section

Important: All forms **must** include a way to request accessibility accommodations.

