**Take a Look at Teaching**

**REGISTRATION QUESTIONS**

 **(online registration or paper form)**

**Include the following information on your online registration site or paper registration form**:

Date of Summit

Location (facility name and address)

Time of Summit

Planner (name and contact information of the event planner for attendee questions)

Description Text(for the welcome page)

Welcome to the registration page for the Take a Look at Teaching summit hosted by [insert your local name]*.*

Registration deadline(set a cut-off date for registrations)

**The following registration questions are suggestions and can be edited to fit your event needs**.

1) Select option that best reflects your role in your school community:

* Middle/High School Student
* College Student
* Teacher
* Higher Education
* Union Leader
* Board of Education
* School District Administrator
* School Principal
* Board of Directors
* Legislative Representative/Elected Official
* Community Leader/Activist
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) School/Organization/Association \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5) Preferred Email Address (for confirmations and summit details)

6) Secondary or CC Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7) Cell Phone (for text message updates on day of event) \_\_\_\_\_\_\_\_\_\_\_\_\_\_

8) How did you learn about the summit? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Optional Documents: Attach or include optional summit documents like agenda, talking points or flyers.