



## **Policy for Registration for Members and Guests for FOEW Events and Programs**

### **Registration of guests for open programs**

Inviting guests to open programs serves both as a way to introduce potential members to the value of Forum membership and also to enhance the visibility of The Forum in the larger community. A guest is required to have a member sponsor her /him at the time of registration whether the registration is initiated by the member or the guest.

A guest may attend no more than two open programs in any Forum fiscal year (July 1-June 30).

### **Preference for members at registration for limited seating events**

Every effort will be made to host open events in venues that have sufficient seating for our anticipated attendance. However, if an event is being hosted in a venue where seating is limited, members will be given priority during the first ten days of registration. Following that time, registration will be open to guests of members.

In these instances, members will be urged to register early.

Members are always given preference on wait lists for over sold open programs.

### **Seating automatically provided at Annual Sponsorship Levels**

Seating provided to the annual sponsors for the four signature events is guaranteed and considered when determining space available.

### **Policy execution**

The Forum Executive Director or her designee has responsibility to ensure that adequate procedures are in place to carry out this policy.