

Lost Pines Master Naturalist

Meetup Event Submission Form

Please complete the following information to ensure our members will have the required information to participate in the event.

Heading of Message:

Volunteer Type, AT/SP/FR: _____
Title: (80 words/spaces) : _____
Date: _____
Beginning Time: _____
End Time: _____

Body of Message:

Title (repeated) : _____
Host or group organization: _____

Day/Date (i.e., Saturday, Oct. 3, 2021): _____
Beginning Time: _____
End Time: _____
Location: _____
Zoom Infor/hybrid: _____

Description—Answer the following with your sentences:

Who: Repeat host or provide specific information about host/speaker. Add brief bio.
What: Give information about what will happen during the event. What attendees can expect to learn or to participate.
How: Provide details of how to dress, equipment to bring, what to expect in the environment.
Where: Give more details about location and how to find it.

Another Who: Who to contact for more information. Provide links to websites, email address.

Registration: Is there a registration required? Is there an associated fee at the location? Is there a time limit on registration?

Participant Limit: Is there a limit to participants? If so, how many.

VMS Reporting: If you know the VMS classification of your event, you can include this information. For AT and volunteer hours to be approved, the VMS classification must meet the classifications listed in the VMS system. If you are not certain, ask.