| **Trip Information** | |
| --- | --- |
| **Form submission date** |  |
| **Trip leader name** |  |
| **Contact info** |  |
| **Trip name** |  |
| **Trip dates** |  |

| **Trip Details for the Website** |
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| *The subjects and text below are simply suggestions. They are elements that should be included in your ride description. Add more lines in each section as needed.* |
| **Overview** Provide a description of the trip including highlights. |
| (enter your text here) |
| **Trip Level**  Describe who (what level) this trip is suitable for. For cycling trips, list the TBN ride category. Include the average daily distance, mention days off, etc. |
| (enter your text here) |
| **Lodging**  Describe the lodging, locations and multiple overnight stays. It isn't necessary to actually name hotels unless you want to highlight a particular hotel or location. |
| (enter your text here) |
| **Itinerary** |
| (enter your text here) |
| **Logistics**  Include your start and end locations, transportation options to the start and end, etc. |
| (enter your text here) |
| **Cost & Administration**  Include (as applicable): deposit amounts, payment schedule, cost for members, cost for non-members. |
| (enter your text here) |
| **Minimum and maximum number of participants.** |
| (enter your text here) |
| **Singles**  Describe the singles policy and cost if applicable. |
| (enter your text here) |
| **Cancellation Policy**  Describe any special requirements or additions to the standard TBN cancellation policy. |
| (enter your text here) |
| **Registration Open & Close Date**  Include the registration date for members and for non-members, the registration close date. |
| (enter your text here) |
| **Trip leader name, email & phone number for inquiries** |
| (enter your text here) |
| **Do you have any additional files to be added to the trip webpage?**  (maps, instructions, photos, etc.) |
| (enter your text here) |

| **Trip Registration Form Items** | |
| --- | --- |
| *The standard TBN trip registration form on the TBN website collects full participant contact details as well as the following items:*  *TBN Member, Gender, Emergency Contact Name & Phone #, TBN Event Waiver (check box to accept)* | |
| **Indicate which of the following items are needed for your trip registration form, or not needed, by noting YES or NO in the space beside.** | |
| Preferred Roommate or Suitemate Name(s)? |  |
| Car-pooling:  I can provide a ride. I need a ride. |  |
| Closest major intersection for car-pooling? |  |
| Do you prefer vegetarian food? |  |
| Other food allergies or restrictions? |  |
| What TBN ride category do you usually ride? |  |
| Comments |  |
| **List additional registration form items that are needed specifically for this trip.** | |
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