

## REGISTRATION CHECKLIST

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### External Entities Hosting Events at DePaul University

Information listed below is required for program registration.

The registration process requires all information and documents to be entered at the time of submission. Users will not be allowed to save information.

#### Program Information

- Contact Information: name, email and phone
- Event Name, date and time
- Date and location of program
- Description of activities involved in the event

#### Adult Supervisors

- Name and email address of adults supervising minor children who are attending the event

#### Attendees

- For minor children under the age of 18:
  - Name and birth date of all participating children
  - Parent/guardian signed waiver that releases DePaul University

#### Adult Supervision

- Adequate adult supervision should reflect the following ratios:
  - Age 8 and under - 1 Authorized Adult for every 8 Minors
  - Age 9 - 13 - 1 Authorized Adult for every 10 Minors
  - Age 14 - 17 - 1 Authorized Adult for every 12 Minors