



**Y.E.S.**  
*Events for Everyone  
in Yavapai County*

# Partner Information Form

Each YES Calendar Partner who would like to enter events will need to fill out this form as completely as possible.

We realize that not every Partner Organization will need to provide all the information requested on this form. Please start at the top and let your own answers guide you through the relevant sections.

## Instructions

Click in each field box to enter your organization's information. If a particular section is not applicable to you, please enter **N/A**.

When you are finished, please rename this document **Partner-Information-[your institution name]complete** and email it to [yes@yln.info](mailto:yes@yln.info) so we can add it to the Y.E.S. system you can get started!

### 1. Organization Information

**Name of Organization** [Appears as the name of the organization across the calendar system]

**Physical Address** [Controls the mapping function and displays as the organization's address. You can set a different address for an event when you create it in the YES Calendar]

**Phone Number** [Displays as the organization contact information]

**Notification Email** [Email address of person in your organization who will receive notifications about your listings]

**What Selection Best Describes Your Organization?**

### 2. Business Hours

Does your organization hold publicly available office or open hours? If no, skip to #3.

If yes, please fill out hours below.

**Normal Business Hours** [Displays as organization's open hours]

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

### 3. On-site Rooms Used for Your Programs

Does your organization have a meeting room or program space in which only Organization Staff schedules events or programs? Fill out the **Restricted Room Form** to schedule the public events and internal uses that you host in your own spaces.

Examples:

- You have a meeting room that you use for work sessions and you want to make sure the whole organization knows when it's in use and when it's available.
- You have a children's area that you use to hold storytime programs.
- You use a corner of a main room to host a movie night once a month.

Each program needs to take place in a specific location, so listing the children's area or the main room makes it possible for you to later schedule programs there.

### 4. Publicly Reservable Meeting Rooms

Does your organization have a meeting room or program space that you'd like to make publicly available for use or rent? If so, please fill out a **Reservable Room Form** for each space that members of the public can reserve.

Examples:

- You have a meeting room that the public can reserve for club/group meetings.
- You run a yoga studio and you let other practitioners use the space to hold their own classes.
- You have an outdoors event space that performers can reserve for concerts and theater.

### 5. Submission Checklist

Submit this **Partner Information Form**

Submit **one good photo** of the outside of your facility

If you host events at your facility

Submit the **Restricted Room Form**

If you have rooms or meeting spaces for the public to reserve

Submit **one Reservable Room Form** for each room or space

Submit **one good photo** of each Reservable room

### 6. Submission Instructions

Save forms as described below and send as email attachment[s] to [yes@yln.info](mailto:yes@yln.info)

We'll get you set up and let you know when you can start listing your events!

To Submit this Form, click *File – Save As*, and Rename your document in the following format:

*“Partner-Information-[your institution name]complete”*

To Submit the **Restricted Room Form**, click *File – Save As*, and Rename your document in the following format:

*“Restricted room form [Your institution name] complete”*

To Submit **Reservable Room Forms**, for each one, click *File – Save As*, and Rename your document in the following format:

*“Reservable room form [Your institution name] complete 1 [2, 3...x]”*

To Submit **Photos**, choose photos that are in landscape orientation and are at least 350 pixels on the long side. Minimum resolution 170 ppi. Choose images that are clear, well-lit, and represent the space as accurately as possible. *Rename photos with the organization name underscore room/space name* and attach them to the email.

Example photo file names: *Highland\_theater.jpg, PVPL\_crystal.jpg*