



Events

Departments & Office within Texas A&M AgriLife Extension Service

When using AgriLife Events for your registration and payment processing needs, rest assured you are in good hands. Utilizing AgriLife Events allows you to focus on the content and delivery of your program.

AgriLife Events will:

- create & manage your registration website
- receive & deposit all revenue
- email registration confirmation & receipt
- process invoice & refund requests
- provide access to the registration roster
- provide a final reconciliation detailing revenue, refunds & fees
- calculate & submit Fee Based Recovery to Extension administration on your behalf

All revenue, whether collected by AgriLife Events or by the program organizer, must be processed for deposit by AgriLife Events. Please note AgriLife Events does not pay expenses related to your program. It is your responsibility to work with your business office manager to setup encumbrances, etc.

AgriLife Events' Fees

- Registration Website Setup - \$25
- Process phone, fax, email or mail registrations - \$1 per registrant
- First Class Postage
The registration confirmation & receipt will be mailed when no email address or fax number is provided.
- Mileage
\$.50 per mile when AgriLife Events' vehicle is used to perform services on your behalf.

Extension Administrative Fees

- Fee Based Program**
 - *In-Person Programs (workshops, conferences, trainings):
10% of registration fee or \$10 per registrant (whichever is higher)*
 - *Virtual Programs/Webinars replacing an in-person program:
10% of registration fee or \$10 per registrant (whichever is higher)*
 - *Virtual Programs/Webinars that does not replace a program:
15% of registration fee*
- 5% Administrative Fee**
Assessed on sponsorships/donations, exhibitor/vendor & Extension employee registration fees.
- 2.25% Credit Card Fee
Assessed when payment is made by Visa, MasterCard or Discover.

****Extension administration assesses these fees whether utilizing AgriLife Events or not. This is not a duplication of fees.**

Please keep in mind, a minimum of 5 business days' notice is appreciated for the registration website to be online.

AgriLife Events manages 300+ programs annually. To best keep track of your program's needs, we require all correspondence to be sent via email. Our goal is to respond to all emails within 1 business day.

**For more information:
agriferegister@tamu.edu**