



# Bookstore Event Form

**THE IMPACT:** Universities may ask Bookstore teams to support campus events such as, but not limited to, early opens/late closes for shopping events, pop-up events, attending sporting events, and more. Participating in these opportunities, when store operations allow, helps build local connections and highlight the Rally House brand within the university community.

## THE GAME PLAN:

When your store is participating in a University event, an event form needs to be filled out. Filling out the form is not for your store to gain approval, approval is decided between the store and the District Manager. Filling out the form is to inform the Corporate Office business partners on how we are showing up on campus.

## ACCESSING BOOKSTORE EVENT FORM

1. Log into [NetSuite](#).
2. On the NetSuite dashboard, locate the "Shortcuts".
3. Click "[Create New Event Record](#)".

Create New Event Record

4. When the form loads, click the drop-down under "Change View to Print" to Bookstore Event.

CHANGE VIEW TO PRINT \*

RH Event

Bookstore Event Form

Custom Event Form

RH Event

Standard Event Form

Store Event Form

## SUBMIT EVENT FORM

Complete the Form with the following information:

1. Enter your store location.
2. Enter "TEMP" into the Name box. provided.
3. Type a brief description into the Event Description box.
4. Select the Date of the Event.
5. Click Save.
6. Upon saving the form, a name will populate in the Event Name Field. When populated:
  - Click Edit.
  - Copy the Event Name using CTRL+C
  - Paste into the Name field using CTRL+V
  - Click Save.

**Event**

5 Save Cancel

**Event Details**

**Bookstore Event Form**

**Instructions:** Use this form to share events that your Bookstore is supporting on campus with Corporate Business Partners. Examples of an event may be a pop-up event, alumni shopping event, attending a sporting event, early opens/late closes, and more!

STORE

1 Store 399 - George Mason University

EVENT NAME

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NAME INSTRUCTIONS

Enter "TEMP" into the "Name" box below.

Fill out the rest of the form and click "Save".

Click "Edit".

Copy the "Event Name" from the field above and replace the "TEMP" with the new "Event Name".

2 NAME \*

3 EVENT DESCRIPTION \*

4 DATE OF THE EVENT \*

9/2/2026

FORM \*

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