**Fee Driven Event Order Checklist**

**1. Choose Form Driven in Properties**

**2. Option to enable guest collection step**

**3. Advanced Mode – Customize Finish Page, and Confirmation Emails**

**4. Steps**

*****Edit Guest Step (if needed)*

*****Activity Steps can be added (if needed)*

**5. Categories**

**6. Activities (if needed)**

**7. Fields**

*****RSVP Field or Fee Control (one is required)*

*****Commerce Fields (if needed)*

*****Existing Fields*

*****New Fields*

**8. Repeat 7 Fields for All Activities**

**10. Add a Donation Category \*(If Needed)**

**11. Roles (If Needed)**

**12. Custom Design**

**13. Admin Test**

**14. User Test**

**15. Launch**

**Map out Form before build using the space provided below or on the back of this worksheet:**