

## ELMER CHAIR PROCEDURAL GUIDELINES

### ALL ADVERTISING/FLIERS SHOULD INCLUDE THE FOLLOWING INFORMATION:

1. Name of ARCEC event, class, and/or activity (Indicate if a series)
2. Topic
3. Goal
4. Purpose
5. Speaker(s)/Presenter(s) (if applicable)
6. Date
7. Time
8. Location Address and Phone Number
9. Registration Form and Deadline Date to be received by (Sign up & money paid)
10. If a series, all registrations and money are due before the series begins (state this)
11. Event Contact Person Name (Elmer Chair and/or Elmer Chair Committee Member)
12. What to bring (i.e., soldering iron, radio, book(s), etc.)
13. If coffee and donuts (or other snacks) will be provided, include on flier and be sure to include this cost in your calculations (i.e., \$2.00 for coffee and snack, etc.)
14. Complete Registration Form below and send money to: name, address, phone #

#### Registration Form:

Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Name: \_\_\_\_\_ Call: \_\_\_\_\_ WAMO #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_  
\_\_\_\_ # of members x \$ \_\_\_\_\_ cost = \$ \_\_\_\_\_ enclosed with check # \_\_\_\_\_

Complete this entire form and return it and your check to:

Name: \_\_\_\_\_ Call: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Make check payable to: \_\_\_\_\_ (Name of Elmer Chair or Committee Member)

**REGISTRATION DEADLINE AND ALL MONEY DUE BY \_\_\_\_\_ (Date)**

Modify the following language accordingly and include after the Registration Deadline Date on all fliers and advertisements:

**This ARCEC event, class and/or activity (pick one) may be cancelled at the discretion of the Elmer Chair if there is not enough participation and/or funds collected for this event, class and/or activity (pick one). If this event, class and/or activity (pick one) is cancelled, the Elmer Chair will refund your money within 10 days from the date of the event, class and/or activity (pick one) and each refund will be returned to the address indicated on the Registration Form. If a group is registering together, the refund will be sent to the individual completing the form and to the address provided, and that individual will be responsible to forward refunds to whomever he/she collected the money from.**