



**2011 Memory Magic Scrapbook Event  
Oak Ridge Recreation and Parks Department  
September 23 & 24, 2011**

**Policies and Procedures:**

**Friday, September 23**

- Classes - 1:00 p.m. until 8:00 p.m.
- Vendor Hours – 9:00 a.m. until 9:00 p.m. (Vendors encouraged to remain open until later.)
- Crop Area 8:00 a.m.-11:30 p.m.
- Dinner 6:00 p.m.
- Crop Party (Prizes, Snacks, Make-n-takes) 7:00 p.m. until 11:30 p.m.

**Saturday, September 24**

- Classes – 9:00 a.m. until 8:00 p.m.
- Vendor Hours – 9:00 a.m. until 7:00 p.m. (Vendors encouraged to remain open until later.)
- Crop Area 8:00 a.m.-11:30 p.m.
- Crop Party 7:00 p.m. until 11:30 p.m.

**Registration Deadline:** Classroom space is limited. Acceptance based on history with event (class attendance and surveys of participants) and type of project submitted. Final deadline for participation is August 12, 2011.

**Class Cancellations:** Instructors should not cancel a class after September 2, 2011 unless there is a personal emergency. If class enrollment fails to meet the minimum, the staff will contact those who have signed up and offer them an alternate choice.

**Class Scheduling:** Class times will be scheduled at the discretion of Event Staff. Every effort will be made to accommodate times requested on the application.

**Location:** All classrooms are located at the Oak Ridge Civic Center in various meeting rooms around the building.

**Make and Takes:** Instructors are encouraged to do make-n-takes in the crop area during the crop parties. Event staff will provide needed supplies. Submit ideas and a list of needed supplies by September 12, 2011.

**Compensation:** Applicants accepted as instructors for the Memory Magic Event will be required to sign a contract with the City of Oak Ridge. Instructors will be compensated at the rate of \$14.00 per paid participant.

**Security & Liability:** A security officer will be on-site each day throughout the event. The City of Oak Ridge will assume no responsibility or be held liable for theft or damage of equipment, personal property, or merchandise at any time during your participation in this event.

**Parking:** Free parking is available on site.

**Photo Release:** By participating in this event you give permission for any pictures taken of you and/or your products to be used in publicity for this and/or future events.

**If you have further questions, feel free to contact Pat Sloan at (865) 425-3450 or e-mail [memorymagic@cornn.org](mailto:memorymagic@cornn.org)**

I have read the **policies and procedures** listed above and agree to abide by the rules set forth by the Oak Ridge Recreation and Parks Department.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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Class Instruction Registration Form

(Please print or type)

Session Title: \_\_\_\_\_

Instructor Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Class Description: Please include a brief class description that may be used in promotional items and our website. List supplies. (Make supply list specific. Some class participants are new to scrapbooking and do not understand the term "basic supplies".) Rate class as beginner, advanced beginner, experienced or everyone. Fill out application for first class only. Send multiple class information via email.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include a picture(s) of your finished project to be included on our website. The picture may be a hard copy or in a .jpg or .png file format. If you want the picture/disk returned please label it with your name and address.

Please mark times you will **not** be available for classroom instruction:

Friday, September 23rd

\_\_\_\_\_ 1:00pm – 2:30 pm  
\_\_\_\_\_ 3:30 pm – 5:00 pm  
\_\_\_\_\_ 6:30 pm – 8:00 pm

Saturday, September 24th

\_\_\_\_\_ 9:00 am – 10:30 am  
\_\_\_\_\_ 11:30 am – 1:00 pm  
\_\_\_\_\_ 2:00 pm – 3:30 pm  
\_\_\_\_\_ 4:30 pm – 6:00 pm  
\_\_\_\_\_ 6:30 pm – 8:00 pm

Event maximum per class is 18. Please list the minimum number of participants you are willing to teach.

Max \_\_\_\_\_ Min: \_\_\_\_\_

\*\*Special notes or requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Return this form to:  
City of Oak Ridge  
Attn: Pat Sloan  
P.O. Box 1  
Oak Ridge, TN 37831-0001

\*Upon receipt and approval of your application a contract will be sent to you by Tammy Dunn, City Staff Attorney. Please sign and return immediately. Questions concerning the contract document should be directed to Ms. Dunn at 865-425-3555 or to [tdunn@corn.org](mailto:tdunn@corn.org). All other event questions should be directed to [psloan@corn.org](mailto:psloan@corn.org) or 865-425-3443.