



2006 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
September 29 – 30, 2006

Policies and Procedures:

Friday, September 29

- Classes - 9:00 a.m. until 8:00 p.m.
- Vendor Faire – 9:00 a.m. until 6:00 p.m. & 7:00-10:00 p.m.
- Crop Party 6:00 p.m. until 11:30 p.m.

Saturday, September 30

- Classes – 9:00 a.m. until 8:00 p.m.
- Vendor Faire – 9:00 a.m. until 6:00 p.m. & 7:00-10:00 p.m.
- Crop Party 6:00 p.m. until 11:30 p.m.

Registration Deadline: Classroom space is limited. Applications will be accepted until all class time slots are full. Final deadline for participation is August 31, 2006. No refunds will be made after this date.

Cancellations: Classes cannot be cancelled by an instructor after August 31, 2006. The **only** exception is if the class size does not meet a previously agreed upon minimum number of participants.

Class Scheduling: Class times will be scheduled at the discretion of event management. We will however, do our best to accommodate times that are most convenient for you.

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 volunteer to do make and takes in the crop area during the crop parties on both nights. If you are interested please mark this on your application.

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 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@cortn.org



**2006 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
September 29-30, 2006**

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. Also make sure to list all supplies that participant needs to bring to class.) _____

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 it is on paper or a disk make sure to label it with your name and address.

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

Friday, September 29th
_____ 9:00 am – 10:30 am
_____ 11:30 – 1:00 pm
_____ 2:00 – 3:30 pm
_____ 4:30 pm – 6:00 pm
_____ 6:30 pm – 8:00 pm

Saturday, September 30th
_____ 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

Instructor will receive \$10.50 for each paid participant. Class size is 20 participants unless instructor makes a different request.

I would like to participate in the make and take opportunity: Yes No

**Special notes or requests: _____

**Return this form and appropriate fee 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 for you to sign and return.