



2008 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
September 26 –27, 2008

Policies and Procedures:

Friday, September 26

- Classes - 9:00 a.m. until 8:00 p.m.
- Vendor Fair – 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 27

- Classes – 9:00 a.m. until 8:00 p.m.
- Vendor Fair – 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, 2008.

Cancellations: Classes cannot be cancelled by an instructor after August 31, 2008. 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 let us know. Supplies will be provided.

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 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

By signing below I agree to abide by the above listed policies and procedures.

Signature: _____ **Date:** _____



2008 Memory Magic Scrapbook Event
Oak Ridge Recreation and Parks Department
September 26-27, 2008

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.) _____

Supply List: (List all supplies that a 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 26th

_____ 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 27th

_____ 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

Instructors will receive \$14.00 per paid participant. Maximum class size is 20 participants. Please indicate your preferred number of students.

Maximum: _____ Minimum: _____

**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 for you to sign and return.