

# CHECKLIST FOR REGISTRATION FLYER

- \_\_\_\_\_ General Information
- \_\_\_\_\_ Date(s)
- \_\_\_\_\_ Time(s) as closely known as possible
- \_\_\_\_\_ Location and its address
- \_\_\_\_\_ Map to location (be sure not to print it on the back of the part of the registration form to be returned)
- \_\_\_\_\_ Contact person, phone and Email
- \_\_\_\_\_ Freedom to photocopy the flyer statement
- \_\_\_\_\_ Parking arrangements
- \_\_\_\_\_ Registration information
- \_\_\_\_\_ Fee for ALAO members and OCLIS organization members
- \_\_\_\_\_ Fee for non-members
- \_\_\_\_\_ Do they wish to use the extra fee to automatically join ALAO
- \_\_\_\_\_ To whom check is to be made payable (**this will vary depending on if you use ALAO/OCA as your treasury, or if you set up an account through your institution or in the name of the committee as a private account**)
- \_\_\_\_\_ Address where registration is to be sent
- \_\_\_\_\_ Deadline (this should be at least two weeks prior to the event: see section E)
- \_\_\_\_\_ Non-availability of mail to day-of-event registrants if applicable (check with your location liaison for constraints)
- \_\_\_\_\_ Cancellation information
- \_\_\_\_\_ Whom to call
- \_\_\_\_\_ Date past which no cancellations will be permitted (this will be prior to the date by which meal counts and setup information must be given to the location)
- \_\_\_\_\_ Vegetarian or other special meal considerations provided
- \_\_\_\_\_ Statement concerning how receipts will be handled (provided at meeting, mailed in advance, or cancelled check to act as receipt)
- \_\_\_\_\_ Include statement, "Affiliate of the Ohio College Association," when using OCA bulk mailing permit.