

Region 21 Spring Convention and Competition

FUNCTION REQUEST FORM

INSTRUCTIONS

- 1 This form must be completed on your computer and submitted electronically.
- 2 Click on the green tab at the bottom of this page to locate the Function Request Form. Click the first vacant cell on the order form, input the requested information, then press enter to advance to the next vacant cell.
- 3 When **finished**, please **save** the completed form for your records.
- 4 After **saving**, email the form as an attachment to **Victoria Kemsley** at: rmt_events@region21.org and send a **copy and payment** to **Mary Chilton**, Finance Coodiinator at: rmt_finance@region21.org
- 5 There are two payment options:
 - a) You may pay by PayPal at www.region21.org under Spring Convention, noting your Chapter Name and purpose of payment, **OR**
 - b) You may pay by check made payable to **Golden West Region 21**, noting your Chapter Name. and purpose of payment. Please mail your check to:

Mary Chilton, Finance Coordinator

1970 E. Redwood Dr.

Chadler, AZ 85286

480-643-9001

rmt_finance@region21.org

(Please do not send any mail requiring a signature)

- 6 All **payments are due** within **five (5) days** of submitting your Function Request Form .
- 7 ◇ **Friday Night Flat Floor Extra Rehearsal - April 20, 2018** - requires a fee of **\$200** payable to **Golden West Region 21**.
- ◇ **Saturday Morning Meal Function – April 21, 2018** - Individual Choruses are financially responsible for meal functions. Menus will be sent after requests are received and the schedule has been established. **Please do not contact the hotel directly prior to that time.** Requests will be accepted based on the order in which they are received. The hotel will require a copy of a credit card (front and back) as a deposit for the chorus meal function. Either a Chapter credit card or an individual's credit card may be used to pay for your meal function. Please complete the attached Credit Card Authorization Form located on the lilac tab at the bottom of this page.