

GUIDELINES FOR HOSTING A CLASIC PROGRAM

Thank you for your interest in hosting an upcoming CLASIC program. We appreciate your participation and have provided the following guidelines to help you in the process.

- Become familiar with the online **Program Registration Form**. Members and non-members who will be attending will email or mail this form to you along with their payment.
 - Member rate: \$30.00/per person
 - Non-member rate: \$40.00/per person
- This fee should cover continental breakfast, lunch and duplicating fees. Please also be aware of dietary restrictions.
- Registrants will pay fees directly to the hosting school

Please remember to:

- Reserve a meeting room at your institution (large enough to accommodate up to 30 members) typically classroom style.
- Make arrangements for continental breakfast and lunch.
- Provide the Communications Chair (Mark Matthes), the directions to the campus (written or web site link), room location, parking instructions, and registration form.
- Compile registered names, name tags and prepare a check-in list.
- Create directional signs for parking and room location to be used the day of program.
- Arrange for someone from administration to welcome the group to the campus (optional).

For questions pertaining to:

Programming: Lynn Pearson, Program Chair - lpearson@apu.edu

Publicity: Mark Matthes, Communications Chair – mark.matthes@biola.edu

Funds Collected: Rick Wahler, Treasurer - rwahler@masters.edu

FOLLOW-UP

- After the program, please make a brief report to the **Treasurer, Rick Wahler** at rwahler@masters.edu -- using the **Program Follow-Up Form** via the web site.
- Return excess funds (if the total is more than \$50). Please make the check payable to CLASIC.
- We believe that the registration fee should cover all expenses. However, if an unusual situation arises and additional funds are needed, please talk with the Treasurer to make arrangements for reimbursement.