

# SCRLC REGISTRATION FORM

South Central Regional Library Council  
**WORKSHOP REGISTRATION FORM**

When using this form, it is important to indicate which workshops/events/series you wish to attend.

To complete your registration, please email, fax or mail this form and payment to:  
SCRLC, Clinton Hall, 108 N. Cayuga St., Ithaca NY 14850  
Telephone: 607-273-9106 / Fax: 607-272-0740  
Email: dcapalongo@scrlc.org  
Email confirmations will be sent promptly

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Telephone (day) \_\_\_\_\_ Emergency\* \_\_\_\_\_

\*Emergency phone will only be used for a last minute change or cancellation.

Email Address \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

Workshop \_\_\_\_\_ Date \_\_\_\_\_ Fee \_\_\_\_\_

All registration and payments are due two weeks before the event.

We accept MasterCard, Visa, Discover, and American Express or Checks

Name of Card Holder \_\_\_\_\_

Signature \_\_\_\_\_

Credit Card # \_\_\_\_\_ Total Charge \_\_\_\_\_

3 Digit "Verification Code" from back of card \_\_\_\_\_ Expiration Date \_\_\_\_\_

SCRLC Cancellation Policy:

Notification must be received 24 hrs before the workshop to avoid a \$20.00 processing fee. Prepaid registrations cancelled within 24 hours of the workshop, will be issued a credit voucher less \$20.00; all others will be invoiced. Refunds cannot be made for no shows.