

## Helpful Tips for Filling Out Conference Forms

- Check all forms for legibility.
- Indicate on the Sleeping Room Assignments form if an individual is staying for one night only (specify Friday or Saturday).
- Type or print (using ink pen) the information on the forms neatly and clearly.
- List the names of all individuals who will be staying in hotels on the Sleeping Room Assignments form.
- Return all completed forms with full payment as soon as possible.
- Do not mail cash or personal checks. Only cashier's checks, church checks, or money orders will be accepted.
- T-shirts are included in the registration fee. Ensure the appropriate sizes are checked on each Individual Registration form for each attendee.