

Power of the Pen
2012 STATE TOURNAMENT
THE COLLEGE OF WOOSTER

**ROOM and MEAL RESERVATIONS
FOR SCHOOLS ARRIVING ON THURSDAY, MAY 24, 2012**

Schools arriving on Thursday for the State Tournament must make room and meal reservations before or by May 8th. Large groups MUST send forms in as early as possible to be grouped in the same building with neighboring rooms. Do NOT split reservations for large groups if you wish to be housed in the same building. A Purchase Order Number or check for \$130 per person covers all fees and includes the following:

- Residence hall room (two persons per room), available from 12:00 Noon Thursday, May 24th, through 6:00 P.M. Friday, May 25th. Register upon arrival at Lowry Center to obtain room assignments and keys. (The College will provide NO linens). NOTE: There *may* be a small number of triples, but you must register early. There is also a small number of single rooms available at an additional charge of \$20.
- Use of the College's tennis courts; Lowry Center's bowling alley and game rooms; plus Thursday Zumba class, arts, crafts
- Thursday night dinner in Lowry Center Dining Hall (5:30 - 7:00 P.M.)
- Thursday night DJ dance for students and parents at Lowry Center back patio (weather permitting): 7:30 - 10:00 P.M.
- Breakfast and Lunch on Friday in Lowry Center (or Kittredge if needed).
- Friday Activities, including a chance to purchase State tees, souvenirs, and author books; and hopefully a chance to swim (bring your bathing suit- just in case).
- Afternoon Snack and lemonade (prior to Awards Program) on Friday.
- Admission to the Awards Program in McGaw.

Complete this form, and RETURN NO LATER THAN MAY 8th to:

Power of the Pen, Box 442, Richfield, Ohio 44286

Telephone: 330-659-3226 FAX 330-659-6291 e-Mail: webmaster@powerofthepen.org

We will be arriving on THURSDAY, May 24, at approximately _____ (time).

(PLEASE BE SURE TO INCLUDE APPROXIMATE TIME OF ARRIVAL and PRINT CLEARLY.)

SCHOOL _____ CITY _____

Supervising
ADULT _____ HOME TEL _____

RELATIONSHIP TO CONTESTANT(S) : TEACHER _____ PARENT _____ OTHER _____

PLEASE ARRANGE FOR ROOM AND BOARD FOR THE FOLLOWING STUDENTS AND ADULTS. **Add Code Letters SM (Student- Male), SF (Student- Female), PM or PF (Parent), TM or TF (Teacher) after each name. For Single Room reservations, list one name only to the line, code the name "SINGLE", and add \$20.00 to the standard \$130/person charge.** You may request a triple, but there are no guarantees of availability. Use the back for added notes. **Payment or PO # MUST accompany this Reservation Form.**

1. _____ and _____
2. _____ and _____
3. _____ and _____
4. _____ and _____
5. _____ and _____
6. _____ and _____

TOTAL FEES DUE \$ _____ PO # _____ CHECK ENCLOSED # _____

Please use the back of this form to list room arrangements if you need more than six rooms. Also list Ballot Runners on the back of this form. Runners must complete and return the "Contract of Commitment" in advance, and they are required to attend an orientation session at 3:00 P.M. on Thursday. Also list names of adults willing to assist in the Tab Room. We need this information in advance so that assignments can be made. Runners and volunteers must, of course, pay the same fees required of other participants. If any member of your group is disabled or requires special arrangements, please attach a memo- including your school name and city- with specific details of your needs.

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MEAL RESERVATION OPTIONS
FOR SCHOOLS ARRIVING ON FRIDAY, MAY 25, 2012

ALL SCHOOLS MUST RETURN EITHER A BLUE, OR A YELLOW FORM- OR BOTH- TO POWER OF THE PEN

Read the Meal Reservation options carefully. Check your school's preference.

Complete the form, and return by May 8th to:

Power of the Pen, Box 442, Richfield, Ohio 44286

Telephone: 330-659-3226 FAX 330-659-6291 e-Mail: webmaster@powerofthepen.org

Check One

We will be arriving on FRIDAY, May 25, and wish to make reservations for full breakfast, lunch, and afternoon snack at a cost of \$40.00 per person. This fee also includes the cost of the Conference I.D. Pass insuring access to all conference activities and campus facilities. If you are residing off-campus and need a meal ticket for Thursday dinner, add \$10 to the Friday Only cost- (\$50 per reservation)

We will be arriving on FRIDAY, May 25, in time for Registration (7:00 A.M.- 8:30 A.M.). We will make independent plans for meals. **There is, however, a \$25 fee for a Conference I.D. Pass, required of each person in attendance- whether student or adult.** (This cover charge also covers admission to the Thursday night DJ Dance at Lowry Center and helps to defray the costs of using all of the the College's facilities.) NOTE: Guests arriving for the Awards Program only may obtain a limited Conference I.D. Pass at the Information Tent for a \$10 donation. **ALL CONFERENCE ATTENDEES MUST PAY A CONFERENCE FEE OF \$25.**

Schools which have registered for **THURSDAY-AND-FRIDAY**, or **FRIDAY-ONLY MEALS only** (the first option above) should report directly to Lowry Center between 6:30 and 8:30 A.M. to pick up meal tickets. After breakfast, go to Scheide Hall for tournament registration (7:00 - 8:30 A.M.) The general assembly in McGaw will begin at 8:45 A.M. Those who do not arrive in time for the full breakfast are advised to see that contestants get a bite to eat en route. No refunds will be made to schools who order breakfast but do not arrive in time to eat it. Judges arriving on Friday are **REQUIRED** to view a 30-minute video orientation tape shown at 8:00 A.M. only at Scheide.

Schools arriving on Friday (the second option above) and choosing NOT to have an on-campus breakfast and lunch should report to Lowry for I.D. passes and then go to Scheide Hall for Registration. Please complete your registration **before** the Opening Assembly at 8:45 a.m. Late arrivals may pick up meal tickets and passes on-stage in McGaw.

SCHOOL _____	CITY _____
ADULT IN CHARGE: COACH - PARENT _____	HOME TEL _____
Encircle one	
Expected Arrival time _____ A.M. - P.M.	Number Fees
TOTAL NUMBER ATTENDING (Number should include ALL adults, students and guests.)	<input style="width: 50px; height: 20px;" type="text"/>
THURSDAY-FRIDAY Meal Reservations (incl Conf/I.D. Pass)....	<input style="width: 50px; height: 20px;" type="text"/> @ \$50 \$ <input style="width: 50px; height: 20px;" type="text"/>
FRIDAY ONLY Meal Reservations (incl Conference I.D. Pass)....	<input style="width: 50px; height: 20px;" type="text"/> @ \$40 \$ <input style="width: 50px; height: 20px;" type="text"/>
CONFERENCE I.D. PASS ONLY (Persons- students & adults- attending but not having meals in Dining Hall. If None, enter 0).	<input style="width: 50px; height: 20px;" type="text"/> @ \$25 \$ <input style="width: 50px; height: 20px;" type="text"/>
TOTAL FEES	\$ <input style="width: 100px; height: 20px;" type="text"/>
Check or P O Number	<input style="width: 100px; height: 20px;" type="text"/>
NOTE: PAYMENT OR PO # IS REQUIRED IN ADVANCE	

IMPORTANT NOTES: 1) Only those students who are arriving on Thursday and who can attend an orientation session at 3:00 P.M. will be permitted to act as Ballot Runners for this event. NOTE: All Runners are required to file a signed Contract of Commitment with Power of the Pen's State Office in advance. 2) Please list the names of parents or other adults who are willing to assist in the Tab Room on the back of this form. Power of the Pen is a 501 C-3 non-profit educational organization. WE REALLY APPRECIATE VOLUNTEER HELP in Freedlander Lobby.