

# 2018 GRAND CHAPTER FORMS INSTRUCTIONS

Please note NEW form instructions!

## A. GENERAL

1. Banquet space is limited as portions of the Grand Chapter Room must be used for some of our banquets, and then converted back to auditorium seating; therefore, **reservations MUST be submitted by the deadlines** listed.
2. Each event **MUST** start and **END** on time to keep the session flowing as planned, so please be sure you are seated at banquets at the time listed. You should confirm the start time when arriving at Grand Chapter. The enclosed trifold is a *tentative* schedule and may need to be modified as we work further with the hotel on planning.

## B. PDF FILLABLE (if you download the forms from the Grand Chapter website)

Directions for each form (e.g., do this for Social Reservations, Hotel Reservations, and Registration)

1. **UPDATE ADOBE READER DC** (NOTE: WINDOWS 10 will cause the forms to open in Microsoft Edge)
2. Make sure to save these forms prior to filling them out as they will not fill out properly online
3. Download or save each form to your computer
4. Close the website
5. Re-open the form from where you saved it on your computer
6. Fill in the fields on the form
7. Save the completed form
8. Close the form
9. Re-open the completed form, print and mail to the chairman as listed on each form

## C. LETTERS (Please read each letter carefully, they will help in explaining changes for the 2018 Grand Chapter Session)

1. 2018 Invitation Letter from the General Chairman
2. 2018 Housing Letter from the Housing Chairman
3. 2018 Tentative Schedule

## D. FORMS

1. 2018 Housing (\$103.25 per night) **DEADLINE AUGUST 15, 2018**
  - Request for Housing/Capitol Plaza Credit Application
    - ✓ Both portions must be completed, signed, and mailed to Housing Chairman
    - ✓ Upon receipt by Housing Chairman, the forms will be filed by date received for equity in assigning rooms
    - ✓ Completion of the Credit Application form will allow you to use Express Check-In: **NO WAITING AT HOTEL FRONT DESK TO RECEIVE ROOM KEY!**
  
2. 2018 Registration (\$15.00 each) **DEADLINE SEPTEMBER 8, 2018**
  - Complete one form for each person attending
  - Payment may be made with ONE check
  - ALL forms may be mailed in ONE envelope
  - **In-State** = members of a Missouri chapter; **Out-of-State** = members visiting from other Jurisdictions
    - ✓ **Transportation is available from COLUMBIA REGIONAL AIRPORT ONLY!**
    - ✓ Make sure a cell phone is listed in case contact needs to be made upon arrival or at other times if necessary
  
3. 2018 Social Reservations **DEADLINE SEPTEMBER 8, 2018**
  - Complete one form for each person attending
  - Payment may be made with ONE check
  - ALL forms may be mailed in ONE envelope
  - If requesting special dietary meals please state on form
    - ✓ If **NOT** requested at time of meal reservation, additional expense may be charged to member for menu modifications
  - **SEATING**
    - ✓ If requesting to sit together at meals, please make sure to include a note with your reservations
    - ✓ This **WILL NOT GUARANTEE** you will sit together, but prior notification will allow banquet chairmen to adjust seating assignments to accommodate as many requests as possible