

Florida Thespian District 7

Registration Instructions 2009

- It is preferable for you to use the 2009 Registration packet available in a Word document.
 - Download it
 - save it to your computer
 - type your information on it
 - print it out for your records and your principal's signature
 - and send an "E" copy to [Laurel Holland](#) and to [Lee Tempest](#).
- Complete the Tee Shirt Order form just as you did the Registration packet. Send a copy to Laurel and Lee. Bring a hard copy with you to registration. (Excel will do the math for you)
- Complete the Lunch order form just as you did the Registration packet. Send a copy to Laurel and Lee. Bring a hard copy with you to registration. (Excel will do the math for you)
- If this is too much of a challenge for you, you may also follow the other link to the "Registrations Instructions" on the left to get the directions. Please read them carefully. You may complete the process using those directions or use the form listed as "Registration Packet" which has it all laid out for you.
- However you register, be sure your principal signs the first page of the document.
- Check the tentative schedule for registration at Coral Springs High School to find out when your school is scheduled. These times are assigned on a rotating basis. Exceptions are made when schools have a real problem with the assigned times. Please contact me if you have a problem. To see the schedule, click on the link on the left.
- To help defray the costs of District events, each troupe is encouraged to buy an ad for the Individual Events program. Bring your completed forms and check to Registration.
- To find your invoice for Individual Events go to either the Excel or Word Invoice. One link goes to an Excel worksheet. On that document, save it to your computer, type in the numbers in the yellow blanks and all the math will be done for you. When complete, print that file, and follow your normal procedures. The other link goes to a Word document. On that one you will need to print out the invoice then write in the figures and do the math yourself. Print two copies of the completed sheet, submit one to your book keeper, and bring the other with your check to registration at Coral Springs High School.
- You must pay for Individual Events on **October 13, 2009** and One Acts no later than **November 14, 2009**.
- Be sure you complete and print all of the forms. You will need to have one for your records, one for your bookkeeper, and one to turn in at registration.
- Please encourage your students to patronize Coral Springs Drama Club's box lunch and concessions.