

TEAM DAY 2007

Staff Registration Details

STAFF REGISTRATION

- **By Mail or Fax**
Eastern Michigan District
P.O. Box 608
Fenton, MI 48430
Fax 810.750.4082
Email emdoffice@emdnaz.org
- **On Line**
<http://www.emdnaz.org>

KEY CONTACT INFORMATION

- **Eastern Michigan District**
810.750.4080 Office
- **Michigan District**
517.622.8450 Office

EXPENSE REIMBURSEMENT

Please itemize all expenses incurred on behalf of Team Day '07.

Description	Qty	Amount

Make my reimbursement check payable to:

“ _____ ”

TRANSPORTATION

Airport	Flight No.	Time	Date
Lv _____			
Ar _____			
Lv _____			
Ar _____			
Lv _____			
Ar _____			
Lv _____			
Ar _____			

Ground () Rental Car () Chauffer from airport
Mileage _____ miles @ .45 per mile = \$ _____

STAFF LODGING REQUIRMENTS

- Lodging expenses (room + tax only) for one night will be covered for anyone traveling from off the Michigan or Eastern Michigan districts. Please indicate the date and additional hotel guests you require lodging for at the following hotel:

AMERIHOST INN (Block of 30 rooms)

1055 Aaron Drive, DeWitt, MI 48820
 (2 doubles/non-smoking)
(517) 374-0000

Date () Friday—2/23/07 () Saturday—2/24/07

Room Guest (s)

SETTING UP BEFORE TEAM DAY '07

Perry High School will provide an opportunity to do sound checks and set up on Friday evening—February 23 from 6:00—8:00 pm.

- () **Yes!** I'll see you Friday night School
- () **No!** I'll see you Saturday morning

PERRY HIGH SCHOOL

5775 Britton Road
 Perry, Michigan 48872
 (517) 625-3108 Office

CANCELLATION PROCEDURE

- If for any unforeseen reason you are unable to attend Team Day '07, notice should be given immediately to your key contact who arranged your participation in Team Day '07 by phone or email **no later than** February 10, 2007 in order for the Michigan or Eastern Michigan District to compensate you for expenses incurred (airfare and lodging only).
- Cancellations received **after** February 10, 2007 will result in non-refundable expense reimbursement (airfare, lodging, presentation materials).