

# 2016 Memory Magic Scrapbook Event

## Seating Reservation Packet

We will once again be offering seating reservations for the Crop Area.

**All crops MUST be paid for through the online system**  
**PRIOR to making any seating reservations.**

### **Basic Information:**

- Registration begins August 22, 2016
- Reservations are made by the “seat” - a “seat” consists of ONE 4ft. space (half a table).
- Seats will be assigned and cannot be changed once the deadline passes on 9/20/16.
- Seating reservations are SEPERATE from Crops.
- **Participants must register online for the crops PRIOR to making a seat reservation. No reservations can be made for unregistered participants.**
- Reservations MUST be placed with Rachel White at [rwhite@oakridgetn.gov](mailto:rwhite@oakridgetn.gov)
- Reservations will be taken IN ORDER by EMAIL ONLY
- This will be the process for ALL Seat Reservations:
  - AFTER you complete the registration process for your Crops, send an email to [rwhite@oakridgetn.gov](mailto:rwhite@oakridgetn.gov) with the following information:
    - SUBJECT: Memory Magic Seat Reservation Request
    - In the body of the email:
      - Name & Phone Number
      - Your preferred seat (Table Letter & Seat Number – ex. A3)
      - Names & preferred seat for anyone else in your group (Group reservations must be paid for all together. If wishing to pay separately, please let me know, and I’ll send separate confirmation sheets.)
  - Seat Reservation Requests will be processed in the order in which they are received
  - I will reply with either a confirmation or a suggestion if your requested seat is taken.
  - Once your request is confirmed you will have 5 business days to make payment.

**The LAST CHANCE to complete a reservation & make payment will be at  
5pm on Tuesday September 20, 2016.**

### **Cost Information:**

- Each seat reservation is **\$5** per day (**\$10** weekend). This is *separate* from Crop Fees Seats will be filled on a first-come, first-serve basis based on receipt of email.
- Payment is to be made through the Civic Center front desk by cash or check *within 5 business days* of your confirmation. Cards not accepted for seat reservations.

**Reservations are not complete until confirmed AND payment is received.**

***Seating reservations taken on a first-come, first-serve basis.***

***There are a limited number of seats available for reservation, so get it done early!***

Please contact Rachel White to place your reservation or for additional information.

[rwhite@oakridgetn.gov](mailto:rwhite@oakridgetn.gov) / 865-425-3450