

# Memory Magic Scrapbook Event

## Seating Reservation Packet

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

**All crop, classes and dinners MUST be paid for through the online system PRIOR to making any seating reservations.**

### **Basic Information:**

- 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 9/15/14.
- Seating reservations are SEPERATE from Crop, Class & Dinner Registration.
- All CROPS, CLASSES & DINNERS MUST be registered for online PRIOR to making a reservation. No reservations will be made for unregistered participants.
- Reservations MUST be placed with Tracie Long at [tlong@oakridgetn.gov](mailto:tlong@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, Classes & Dinners send an email to [tlong@oakridgetn.gov](mailto:tlong@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)
  - 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 full.
  - 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 @ 3pm on Monday, September 15, 2014.

### **Cost Information:**

- Each seat reservation is \$5 PER DAY (\$10 weekend) ... this is SEPERATE from Crop, Class and Dinner fees
- Seats will be filled on a first-come, first-serve basis based on receipt of email.
- Payment is to be made thru the Civic Center front desk by cash/check WITHIN 5 BUSINESS DAYS of your confirmation

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 Tracie Long to place your reservation or for additional information.

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