

Memory Magic Scrap-O-Ween Event Reservation Packet

**All crops, 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 10/5/18.
- Seating reservations are INCLUDED with Crop Registration.
- All CROPS MUST be registered for online PRIOR to making a reservation. No reservations will be made for unregistered participants.
- Reservations MUST be placed with Cameron Taylor at ctaylor@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 Crop send an email to ctaylor@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
 - 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.
- The LAST CHANCE to complete a reservation & make payment will be @ 5pm on Friday, October 5, 2018.

Cost Information:

- Payment must be made, at the time of registration.
- Friday, October 12th is **\$10** for the **NO FRILLS**, crop only, event. Registration includes reserved seating of one 4ft. space (half a table). Drop-In is \$10 with no reserved seating.
- Saturday, October 13th is **\$30**. Registration includes reserved seating of one 4ft. space (half a table), an event bag, inclusion in prize drawings and Scrap-O-Ween party. Drop-In is \$30 with no reserved seating.
- Classes will be available on Saturday only, for an additional charge, payable to and run by the instructors.
- There is no extra charge for a seat reservation. Registration for Crop, before 10/5/18, includes your seat reservation. Priority given to 2-day registrations.

Reservations are not complete until confirmed.

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

Please contact Cameron Taylor to place your reservation or for additional information.

ctaylor@oakridgetn.gov / 865-425-3450