



**2018 AREA 62 ASSEMBLY PRE-REGISTRATION FORM @ White Oak Center, Winnsboro**

REGISTER 30 DAYS BEFORE THE ASSEMBLY WHETHER YOU REQUIRE LODGING & MEALS OR NOT

Registrations are **NON-REFUNDABLE**. They are **TRANSFERABLE** to another person.

**Which 2018 Assembly? (circle):**    **March 3-4**    **June 2-3**    **October 6-7**

EVERY SINGLE ATTENDEE MUST BE NAMED (use back or separate page if needed)

NAME/POSITION \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

NAME/POSITION \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

NAME/POSITION \_\_\_\_\_ PHONE/EMAIL \_\_\_\_\_

*\*Have more than 3 for lodging? Children? Stop! Contact the Alt. Treasurer for costs.*

**Staying overnight?**     YES (skip down to LODGING)     NO (continue to next line)

*If NO, day(s) attending:*     Sat.     Sun.    *Meals requested*     Sat. breakfast (\$7.25)

Sat. lunch (\$8.25)     Sat. supper (\$9.25)     Sun. breakfast (\$7.25)    **Meals Total \$\_\_\_\_\_**

**Special Food Needs per person:** \_\_\_\_\_

**LODGING:**    ARRIVAL DATE \_\_\_\_\_ DEPARTURE DATE \_\_\_\_\_ (check in 4-11 PM)

*Need 1<sup>st</sup> floor room? (no elevator*

*s)*     YES     NO    *Need handicapped bath?*     YES     NO

**LODGING FOR FRIDAY:**    check room type:

Single (\$73.75\*) 1 person only     Double (\$106.50\*) 2 people only

Triple (\$130.50\*) 3 people only    **Fri.Total \$\_\_\_\_\_**

*\*cost includes Saturday BREAKFAST served at the Center for each person.*

**LODGING FOR SATURDAY:**    check room type:

Single (\$91.25\*) 1 person only     Double (\$141.50\*) 2 people only

Triple (\$183.00\*) 3 people only    **Sat.Total \$\_\_\_\_\_**

*\*cost includes meals served at Center for each person: Sat.lunch & supper, Sun.breakfast*

**RV CAMP\*:**

Fri.(checkin@4) \$25.00 per person (includes Sat.breakfast)    **Fri.Total \$\_\_\_\_\_**

Sat.(checkin@12) \$42.00 per person (Sat.lunch & supper, Sun. breakfast)    **Sat.Total \$\_\_\_\_\_**

*\*Notes:LIMIT 6 people per site: list all names; water&electric; NO BATH, TOILET, DUMP STATION; see all guidelines at <http://www.whiteoakconferencecenter.info/rv-park-guidelines/>*

**Special Food Needs per person:** \_\_\_\_\_

**GRAND TOTAL: \$\_\_\_\_\_**

**PAYMENT:**

Check, money order    payable to: **SC Area 62-Assembly Fund**

Submit form & payment at prior Assembly or mail 30 days in advance to the address below.

Cash    Submit cash & form at prior Assembly.

**PLEASE DON'T CONTACT WHITE OAK CENTER DIRECTLY.** Submit form & payment to:

SC Area 62-Assembly Fund, P.O. Box 991 Summerville, SC 29484

Questions? Contact your D.C.M. or Area Alt. Treasurer at [62alttreas@area62.org](mailto:62alttreas@area62.org)

## **INFORMATION: AREA 62 ASSEMBLIES AT WHITE OAK CENTER**

White Oak Conference Center, 633 Mobley Hwy, Winnsboro, SC 29180

2017 Assembly Dates    March 4-5    June 3-4    October 7-8    2017 Assembly Dates

**IMPORTANT:** EVERYONE who will attend the Assemblies at White Oak must **REGISTER AHEAD** of time, whether you purchase meals at the center—or not—or stay overnight there—or not, 30 days ahead of each Assembly.

**IMPORTANT:** EVERYONE who will attend the Assemblies at White Oak must **PAY AHEAD** for meals and/or lodging 30 days ahead of each Assembly. Need lodging & Bringing child(ren)? Contact Alt. Treasurer for adjusted meals/lodging prices.

**Pre-Registrations & Payments for future Assemblies accepted in person at each Assembly.**

**Assembly Attendee Options:**    *For all options, complete a Registration Form.*

- Attend Assemblies with no purchase of lodging nor meals.
- Attend Assemblies and purchase meals and no lodging.
- Attend Assemblies and purchase meals and lodging.

**CONSEQUENCES OF NOT PRE-REGISTERING/NOT PRE-PAYING/NOT SHOWING UP AFTER REGISTERING:**

- Members & the Area could lose money.
- Non-registered attendees may risk having no meals and no lodging available to them.
- White Oak Center will add a 25% fee for all meals requested within 48 hours prior to each assembly.

***NOTE: NO ONE WILL BE CHARGED TO ATTEND AN ASSEMBLY & NO ONE WILL BE TURNED AWAY.***

**REGISTRATION FORMS:**

Get your forms from the following:

- Your D.C.M.
- Download at [www.area62.org](http://www.area62.org)
- At Sign-in Desk at every Assembly.

**REGISTRATION/PAYMENT OPTIONS:**

***NOTE TO TRUSTED SERVANTS WHOSE COSTS ARE PAID FOR BY AREA:*** Complete and submit a Registration Form. Include payment only for Fri. lodging & Sat. breakfast if choosing those options, also for the lodging & meals of other person(s) you are rooming with if choosing anything other than a Single Room. The Treasurer will pay the Center directly for your other costs as per the Area Guidelines.

- Payment station at each Assembly.
- Cash, checks, money orders accepted at each Assembly.
- Credit/debit cards are not accepted at this time.
- Mail in Registration Form & Payment (check/money order).
- Your D.C.M. may be available to collect your Form & your payment and deliver them for you.

**REGISTRATIONS & PAYMENTS ARE TRANSFERABLE TO ANOTHER PERSON IF YOU CANNOT MAKE IT TO ASSEMBLY. YOUR SUBSTITUTE WILL NEED TO INDICATE THEIR STATUS AS YOUR SUB AT THE ASSEMBLY SIGN-IN DESK.**

**PAYMENTS ARE NON-REFUNDABLE, SO ENCOURAGE AN ALTERNATE TO ATTEND FOR YOU IF NECESSARY.**

**White Oak Facilities:**

- Large meeting space with separate classrooms/conference rooms.
- Barrier-free meeting and congregating spaces.
- Smoking areas outside.
- Patios and grassy grounds for hanging out, lake, swimming pool, sports.
- We make our own coffee. Food & Drink not allowed in the meeting rooms. Bottled water IS allowed.
- Hotel rooms have no TV, no phone.
- **Single Rooms** (1 person only), **Double Rooms** (2 people only), **Triple Rooms** (3 people only). **See Area Alt.Treasurer for costs of more than 3 adults per room and/or for adding child(ren)**—Rooms are barrier-free except no elevators for upper level motel rooms (specify needs on form), **RV Camp** (No bath facilities/No toilets/No Dump Station/Yes Electric & Water Hook-up).
- **Breakfast, Lunch, Supper** at the Center. Specify special food needs on registration form.
- Meals served at the Center at specific times: 7:30AM, Noon, 5:30PM.
- Modern meeting spaces, snack shop, gift shop.

***Questions? Call or email the Area 62 Alt.Treasurer: [62alttreas@area62.org](mailto:62alttreas@area62.org)***

FAQs re: Assemblies at White Oak Center

***Do I need to pre-register even if I am only going to a Committee Meeting or just for Saturday or just for Sunday?***

Yes. Submit the Registration Form (at [www.area62.org](http://www.area62.org)) at least 30 days in advance. There will be no charge unless you want meals for Saturday.

***If my Assembly expenses are paid for under the Area Reimbursement Guidelines, how do I pre-register?***

Submit the Registration Form. If you are reserving a single room-Saturday- & meals, send in no payment. The Area will pay for you. If you're staying overnight on Friday and/or you'll have others registering with you for lodging/meals, list yourself & them on the Form and submit their payments.

***What if I want to attend Assembly and I've not registered ahead of time?***

Call or email the Area Alt. Treasurer ASAP. If you want lodging & meals, there is a chance you can get those AND they are not guaranteed unless you pre-registered.

***What will happen if I don't pre-register and don't call ahead, just show up for Assembly?***

You still need to check in at the Area 62 Sign-In Desk like everyone else.

***How many people can stay in a room?***

Up to 5 adults per room. Be sure that all people are listed by name on the Form.

***How do I make changes to my reservation if my plans change?***

For any change—cancellation, adding people to room, subtracting people from room, sending an alternate or substitute, etc.—call or email the Alt. Treasurer ASAP. **Note: No refunds will be offered. You may send substitutes for each person pre-registered. Give notice ahead whenever possible.**

***What are the check-in times for room keys & meal tickets?***

Check-in: 4PM-11 PM (provided you have pre-paid with the Area Registration Form).

***When is check-out time on Sunday?***

11 AM. Drop key off at White Oak front desk.

***Can I pick and choose which meals I want to pay for?***

If not staying overnight, YES. If staying overnight, NO - lodging plus meals is a package.

***Will my special food needs (if buying meals) & other special needs be accommodated?***

Some special food needs are accommodated as well as all handicapped needs. White Oak informs us about 2 weeks prior to each Assembly if your food needs will not be able to be met. List special needs on Registration Form.

***Can I bring meals in to the premises?***

No. No home-cooked or restaurant foods allowed on the premises. Your best bet is to pre-pay for meals served at the Center. Other options: bring or buy snacks onsite; eat out and bring no food back.

***Can I bring snacks, sodas, etc. in to the premises?***

Yes--canned, boxed or bottled drinks & pre-packaged snacks only. Bottled water is the only thing allowed in the "No Food or Drink" posted areas (lecture hall, auditorium, meeting rooms). There are snacks & beverages available at the gift shop & at the snack shop on site.

***Will we have coffee?***

Yes.

***Can I smoke on the premises?***

Yes, in designated areas outside. Not in motel rooms or inside any other buildings.

***Is there WiFi?***

Yes. We will be given a code.

***What do I need to do when I arrive at White Oak?***

Upon arrival, everyone must first check in at our Area 62 Sign-In Desk to be counted since the Area made a guarantee of a certain amount of attendees. There you will get information, instructions, a verification slip for room keys & meal tickets paid for. (Don't go to the White Oak front desk first.)

***Are soap, shampoo, linens, alarm clock supplied in the motel rooms?***

Yes.

***Are hair dryers, coffee makers, refrigerators and other appliances supplied in the motel rooms?***

No, so bring appliances that you will need.

***Are pets, service animals allowed?***

Pets-No. Service animals-Yes (just need papers).

***What if I have specific questions about the White Oak Center?***

Visit the White Oak Conference Center website or call/email the Area Alt. Treasurer.

## White Oak Center Rules and Regulations

1. Guests at White Oak Conference Center should dress appropriately and should refrain from wearing clothing that:
  - a. is overly revealing or risqué in nature.
  - b. depicts inappropriate or offensive messages, logos, slogans or images.
2. Firearms are prohibited.
3. Use of alcohol or illegal drugs is prohibited.
4. All White Oak Conference Center buildings are smoke-free environments. Smoking is permitted outside on the conference center grounds but only in designated areas.
5. Profanity or off-color language is prohibited.
6. Sexual harassment, whether verbal or physical, is strictly prohibited.
7. All guests must first check in at the Area 62 registration table upon arrival.
8. No meals may be brought in without prior approval. All meals are to be handled by the White Oak Conference Center's Food Service.
9. White Oak Conference Center reserves the right to deny use of its facilities to any group if the group may cause negative marketing/convention relations as determined by the White Oak Conference Center's Director or Marketing Director.
10. Signage and placement of signs on the White Oak Conference Center's campus and buildings must be approved prior to placement.
11. If minors will attend the event, Conference Sponsor agrees to devise, implement, and strictly follow policies and procedures that are in conformity with applicable laws and standards of care and are designed to protect minors from abuse and neglect.