
Registration Information

To: All Chorus Competition Registration Coordinators

From: Darline LeJeune, (C) 337-304-9293, (W) 877-882-6980 X 0 darlinelejeune@gmail.com

In this handbookbook, you will find a copy of the individual registration form. Please make a copy for each member of your chorus. Have the members return these to you well in advance of the deadline so that you can use the information from these individual forms to complete the chorus registration spreadsheet. Please list the names the way your members would like to see them printed on the badge and please check your spelling. Remember, registration fees cannot be refunded, but may be transferred to another party.

It is much easier to make accurate badges if the registration spreadsheet is emailed to me. If you need an empty Excel file to work with, you can download it from the regional web site, or email me and I will send you one. Email me with any questions.

A Master Excel Spreadsheet Registration Form is available on the Region 10 website for Chorus Coordinators to fill out and is due electronically on February 17, 2012 to Darline LeJeune. Please contact Darline LeJeune before February 1 if your Chorus Coordinator is not able to fill out the Master Excel Spreadsheet electronically.

PLEASE DO NOT ALTER THE SPREADSHEET FILE FORMAT IN ANY WAY – Just enter your information as best you can. All of the chorus spreadsheets must be compiled into one large one, so it is necessary for all of them to have the exact same format.

All registrations and a chapter check for payment must be received by me no later than **February 17, 2012**.

A late fee must be applied to any registrations received by me after this date.

“On time” means I will have received your spreadsheet (email preferred) and it also means I will have received a paper copy of the spreadsheet along with the chapter check, made out to **Great Gulf Coast Region 10**, for the total amount of registrations/ticket money noted on the spreadsheet.

Please mail the hard copy and the check to:

Darline LeJeune

P. O. Box 242, Lacassine, LA 70560 darlinelejeune@gmail.com
(C) 337-304-9293 (W) 877-882-6980 X 0

**Please email the spreadsheet as an attached file to this e-dress:
darlinelejeune@gmail.com**