

Grand Assembly Registration Instructions and Forms

The Grand Assembly Registration Form is labeled: #6 2010 GA Registration Form in Adobe Acrobat or Excel

Who Must Register

Any Persons, adults or girls, who plan to attend any of the Grand Assembly sessions or events must be registered. Do Not include out-of-state guests with the Assembly Registration – contact Phyllis Miller at 1-505-323-1935 or email: phyllismiller@msn.com for out-of-state Registration Information. Or find Registration Forms and Information at www.nmiorg.org

When to Register

Registration forms MUST be postmarked May 10th.

How to Register

1. Complete the attached Registration Hotel Rooming List.

Room #	Leave Blank. The room numbers will be added to the form upon registration at Grand Assembly.
Name(s)	List the name(s) of the girls and/or adults who will be sharing each hotel room.
Arrival Date	Specify the first date that the room will be occupied.
Departure Date	Specify the date that the room will <u>check out</u> .

2. Complete the attached Grand Assembly Registration Form.

Assembly Name	Specify the Assembly name.
Assembly #	Specify the Assembly number.
Contact Person	Specify the name of the primary contact person that is able to answer questions or other communications regarding registration.
Address	Specify the address of the contact person.
Mother Advisor	Specify the name of the Assembly Mother Advisor.
Day phone	Specify the daytime phone number of the contact person.
Eve phone	Specify the evening phone number of the contact person.
Cell #	Specify the cell phone number of the contact person.
Fax #	Specify the fax number of the contact person.
E-mail	Specify the e-mail address of the contact person.

Reservation	Specify the name that the hotel reservations are under.
# of rooms	Specify the number of hotel rooms reserved.
Check-in	Specify the date of check-in at the hotel and Grand Assembly.
Check-out	Specify the date of check-out at the hotel and Grand Assembly.
Mother Advisor Room #	Leave blank. The Mother Advisor's hotel room number will added at the Grand Assembly Registration Desk.
Type	Specify with "G" for girl or "A" for adult.
Name	Specify the registrant's name as it should appear on the name badge. <i>If the name is spelled incorrectly or illegible on the form, the registrant's name badge will also reflect the error, so please be careful.</i>
Title	Specify the registrant's title, as it should appear on the name badge. For girls, the title is her office in the Assembly or Grand Assembly. For adults, the title is his/her state office in a Masonic organization, role in the Assembly or Grand Assembly, parent, or chaperone. <i>If the title is spelled incorrectly or illegible on the form, the registrant's name badge will reflect the error, so please be careful. Name badges are not large enough to include all titles, so list the most important title.</i>
Registration Fee	Indicate the Registration Fee paid (\$17.00) in the box. Refer to Who Must Register and When to Register.
T-shirt Size	Indicate whether the registrant wants a Grand Assembly T-shirt by specify the size of the T-shirt desired – S, M, L, XL, 2X, or 3X. T-shirts are optional.
T-shirt Cost	Indicate the cost of the T-shirt ordered. S, M, L, XL are \$10.00 each, and 2X and 3X are \$15.00 each.
State Executive Luncheon	Indicate if the registrant will be attending the State Executive Luncheon on Tuesday by specifying the ticket price of \$20.00.
Picnic Dinner	Indicate if the registrant will be attending the Picnic Dinner on Tuesday evening by specifying the ticket price of \$15.00.
Mother Advisor Luncheon	Indicate if the registrant will be attending the Mother Advisor Luncheon on Wednesday by specifying the ticket price of \$15.50.
Sunshine Service Session	Indicate if the registrant will be attending the Sunshine Service Session by specifying the ticket price of \$22.00.
Grand Banquet	Indicate if the registrant will be attending the Grand Banquet on Wednesday evening by specifying the ticket price of \$25.00.

Grand Officer Luncheon	Indicate if the registrant will be attending the Grand Officer's Luncheon on Thursday by specifying the ticket price of \$17.00.
Grand Cross Mystic Banquet	Indicate if the registrant will be attending the Grand Cross of Color Mystic Banquet on Thursday evening by specifying the ticket price of \$25.00. Only those with the Grand Cross of Color may attend. Registration at Grand Assembly is not required if the Grand Cross Degree and Grand Cross Mystic Banquet is the ONLY Session or Event attending.
Pizza & Salad Party	Indicate if the registrant will be attending the Pizza/Salad Pool Party by specifying the ticket price of \$12.00. This is available for those not attending the Grand Cross Mystic Banquet on Thursday evening.
Past Grand Worthy Advisor Luncheon	Indicate if the registrant will be attending the Past Grand Worthy Advisor Luncheon on Friday by specifying the ticket price of \$20.00.
Awards Dinner	Indicate if the registrant will be attending the Awards Dinner on Friday evening by specifying the ticket price if \$15.50.
Totals	Total the expenses across the page for each registrant, and enter The registrants totals in the far right column.
Grand Total	Total the far right column and enter the amount at the bottom.

Send

3. Mail the completed Grand Assembly Registration Form, the Registration Rooming List, a check made out to New Mexico Grand Assembly to:

Phyllis Miller, Grand Executive, General Arrangements
5776 Manzanillo Loop NE
Albuquerque, New Mexico 87111

They will be forwarded to Gayle Smith, Chairman of Registration.

How and What to Pay

All registration expenses must be paid in advance. Enclose a check made out to New Mexico Grand Assembly for the full amount reflected on the Grand Total line of the Registration Form.

Due Date

Registration Forms, Rooming List Form, and Check need to be postmarked May 10th.

How to Change Your

All registration changes MUST be in writing and submitted following the same procedure as the original registration. Additional T-shirts and meal tickets will

Registration

NOT be available at Grand Assembly, nor will the Registration Committee be responsible for re-selling unused T-shirts or meal tickets.
No changes will be accepted or refunds given after June 1st.

Where to Pick up Your GA Packet

Grand Assembly Packets will be available at the Grand Assembly Registration Desk during the times listed on the Grand Assembly schedule. Only the Mother Advisor or the Primary Contact specified on the Registration Form may pick up the packet.

Location of the Grand Assembly Registration Desk

The Grand Assembly Registration Desk is located at the East end of of the Albuquerque Grand Airport Hotel outside the Rainbow Store. Park on the South side of the Hotel, and there is an entrance across from the Anasazi Ballroom.

Questions Regarding Registration

All questions regarding Grand Assembly Registration should be directed to the Chairman of Registration:

Gayle Smith, PWGM,OES
6209 Leslie Place NE
Albuquerque, New Mexico 87109

Home Phone: 1-505-821-5325
Cell Phone: 1-505-321-2278
E-mail: glsmith117@msn.com

The Grand Assembly Registration Form is labeled:

**E 2010 GA Registration Form in Adobe Acrobat
OR
E 2010 GA Registration Form in Microsoft Excel**

See the Rooming List Below.

The following Rooming List must accompany the Grand Assembly Registration Form.

MAIL THIS ROOMING LIST WITH THE GRAND ASSEMBLY REGISTRATION FORM

Rainbow Girls

Grand Assembly 2010

Grand Assembly Registration Rooming List

Assembly Name:

Contact Person:

Assembly #:

Phone #:

Room 1	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 2	#	Refrigerator Yes or No
Name(s)	No	
Arrival Date		
Departure Date		

Room 3	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 4	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 5	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 6	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 7	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 8	#	Refrigerator Yes or No
Name(s)		
Arrival Date		
Departure Date		

Room 9	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 10	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 11	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 12	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 13	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 14	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 15	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			

Room 16	#	Refrigerator	Yes or No
Name(s)			
Arrival Date			
Departure Date			