



# 2019 Annual Convention Recruiting Institution Registration Form

## Questions?

Our offices are open  
Monday – Friday, 9 a.m. – 5 p.m. ET  
336-272-3645 | [cadie@setc.org](mailto:cadie@setc.org)

### About Your Institution

Institution Name: \_\_\_\_\_ MAIN CONTACT:  
 Website: \_\_\_\_\_ Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Note:** By providing mail and email addresses, you agree to receive SETC publications and promotional emails unless otherwise noted:  
 Do not send promotional mail.  Do not send promotional emails.

### Institution Registration

Each school representative attending must register as an Individual.

- Annual Institutional SETC Membership** ..... \$80  
Current organizational membership is required for Convention participation.
- Undergraduate Auditions/Interviews** ..... \$25  
 Acting Auditions  
 Design/Tech Interviews  
 Please provide a hard copy application packet for an additional \$25\* ..... \$25  
 Undergrad Rep: \_\_\_\_\_ Email: \_\_\_\_\_  
\* PDF Packets will be emailed prior to Convention. Hard copy will be available for pick up on audition morning.
- Graduate Auditions/Interviews** ..... \$25  
 Acting Auditions  
 Design/Tech Interviews  
 Please provide a hard copy application packet for an additional \$25\* ..... \$25  
 Graduate Rep: \_\_\_\_\_ Email: \_\_\_\_\_  
\* PDF Packets will be emailed one week prior to Convention. Hard copy will be available for pick up on audition morning.
- Educational Expo - 10'x10' Booth**  
 **Early-Bird (postmarked by 12/14/18)** ..... \$260  
 **Regular Registration (postmarked by 1/22/19)** ..... \$360  
 Ed Expo Rep: \_\_\_\_\_ Email: \_\_\_\_\_  
 **Ed Expo Deposit (required\*)** ..... \$50  
\* SETC requires a separate Educational Expo Deposit with your reservation. If paying with a credit card, the deposit will not be charged, the card will be kept on file. If paying by check, the deposit may be used again next year. If your booth is removed prior to 1 p.m. on Saturday, March 2, credit card will be charged or you will be required to pay the deposit again next year.  
 **Hold Credit Card Below**     **Separate Check Enclosed**     **Paid Last Year**
- Scholarship / Endowment Contribution**  
 SETC awards \$20,000 each year to graduate and undergraduate students studying theatre.  
 Thank you for contributing to help continue the growth of our scholarships and awards.

### REGISTRATION FEES

\$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_  
 \$ \_\_\_\_\_

### EDUCATION EXPO

\$ \_\_\_\_\_  
\* Booth space is not guaranteed until SETC has received completed paperwork and payment

### CONTRIBUTION

\$ \_\_\_\_\_

**As Authorized by my institution, we agree to participate in the activities selected above.**  
 We have read and agree to SETC's [Refund Policy](#).  
 Our attendance indicates all representatives' acceptance to abide by SETC's [Code of Conduct](#).  
Signature is required for participation; no exceptions.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Payment Information

No refunds after 1/22/19

MasterCard     Visa     Money Order     Check Enclosed - Check #: \_\_\_\_\_  
 Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Security Code: \_\_\_\_\_ Exp. Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Name on Card: \_\_\_\_\_

### TOTAL DUE

\$ \_\_\_\_\_

OFFICE USE ONLY: DB \_\_\_\_\_ / \_\_\_\_\_ QB: \_\_\_\_\_ / \_\_\_\_\_ SS: \_\_\_\_\_ / \_\_\_\_\_ CR: \_\_\_\_\_ / \_\_\_\_\_  
Date Initials Date Initials Date Initials Date Initials