



Convention Registration Request

Return to: Convention Staffing Manager at
410-659-7313 (fax) or aperry@baltimore.org

Name of Organization: _____

Meeting Name: _____

Meeting Date(s): _____

Billing Address: _____

Contact name: _____

Phone: _____ Fax: _____

Person(s) to whom the registrars should report: _____

Where the registrars should report: Facility: _____

Area: _____

Please use one line per registrar and indicate if *casual dress* is permitted on any specific days.

Example

Date	Time	Position Title	Description of Duties
6/19/04	8:00am – 3:30pm	Registration Clerk/Badge Typist	Entering attendee names into computer terminals

Date	Time	Position Title	Description of Duties

Casual Dress on specific days: (Yes) (No) Days/Dates: _____