

metroplex mediamania '11

JOURNALISM WORKSHOP

hilton anatole . august 2-4, 2011

WORKSHOP INFORMATION FORM

Greetings!

We are making final plans for the workshop and expect three days of great sessions, and a lot of fun. ****Please note all workshop sessions will be held in Dallas at the HILTON ANATOLE on Stemmons Freeway.**

In this packet, you will find the following items:

- (1) Medical Release Form** – Please have each student attending complete one of these forms and obtain signature of a parent/guardian. Feel free to duplicate these as needed. Turn these in at registration. Please do not send these to me in the mail!

- (2) Important Information** – This sheet contains various bits of information that should help you in your final planning for the workshop.

- (3) Supply List** – This will inform you of specific items to bring for the respective sessions.

- (4) Student Fact Sheet** – This needs to be faxed or emailed by July 1 in order for us to get the appropriate T-shirt size.

This will be our final communication before seeing you on Tuesday, August 2nd.
However, if you have further questions or concerns, please feel free to call me.

We look forward to seeing you there!



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YEARBOOKS

Medical Release Form

SCHOOL NAME: _____

STUDENT NAME: _____ DATE OF BIRTH: ____ / ____ / ____

HOME ADDRESS: _____

HOME TELEPHONE: (____) _____

PARENT/GUARDIAN: _____

RELATIONSHIP: _____

TELEPHONE(best to contact at): (____) _____

PHYSICIAN'S NAME: _____

PHYSICIAN'S PHONE: (____) _____

IF PARENTS CANNOT BE REACHED, CONTACT: _____

NAME: _____ RELATIONSHIP: _____ PHONE: (____) _____

LIST IMPORTANT MEDICAL INFORMATION AND/OR HEALTH CONCERNS:

MEDICAL INSURANCE COMPANY: _____

TYPE OF COVERAGE: _____

I.D. OR GROUP NUMBER: _____

I confirm that the information on this medical release form is valid to the best of my knowledge. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the workshop director to hospitalize, to secure proper treatment, or to order injection, anesthesia or surgery for my child as named above.

PARENT/GUARDIAN SIGNATURE: _____ DATE: ____ / ____ / ____

Student Contract

My signature verifies that I understand the conditions of my participation in Balfour|Taylor Publishing's Metroplex MediaMania Workshop. Failure to comply with any of these conditions will result in immediate termination of my participation in the workshop and a loss of all workshop fees paid.

1. I may not have in my possession or consume any alcoholic beverages, controlled substances or possess illegal weapons.
2. I must not damage or destroy any property used in conjunction with Balfour|Taylor Publishing's Metroplex MediaMania Workshop. I understand my guardian and I will be responsible for any damages I incur.
3. I must not be involved in any type of vandalism, or be the cause of vandalism of anything that is related to the workshop, hotel or anything in conjunction with Balfour|Taylor Publishing's Metroplex MediaMania Workshop.
4. I will not hold Balfour|Taylor Publishing's Metroplex MediaMania Workshop responsible for any lost or stolen articles.
5. I will refrain from using vulgar, inappropriate language or behavior, or participating in gang activities during the workshop.
6. I will abide by any decision made by the workshop director and/or committee of Balfour|Taylor Publishing's Metroplex MediaMania Workshop.
7. I grant Balfour|Taylor Publishing's Metroplex MediaMania Workshop permission to reproduce my photograph in promotional materials.

STUDENT'S SIGNATURE _____ PARENT/GUARDIAN'S SIGNATURE _____

**This completed form must be presented at registration to ensure your participation in the 2011 Metroplex MediaMania Workshop.*

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SUPPLY LIST

While most workshop supplies will be provided, instructors have requested that students bring the following additional items:

- Each yearbook student (excluding photography and computer students) needs to bring magazines (for design work), a glue stick, a felt tip marker, pencils, scissors and a note pad. Each yearbook staff should also bring some poster boards and a copy of their most recent yearbook. Laptops are not required, but are highly recommended. Pocket dictionaries, thesauruses, idiom dictionaries and rhyming dictionaries are very helpful.
- Students in the computer sessions will need to bring their own computers. Please make sure that your computer has the software program that you use for your publication(s) loaded on the hard drive. You should also bring at least one USB flash drive or CD to save your work.
- Newspaper students should have recent copies of their school newspaper, pen or pencil, a glue stick, and a note pad. Laptops are not required, but are highly recommended.
- Traditional Photographers should bring a 35mm camera and three rolls of 24 exposure 400 ISO color negative film. Also bring an extra camera battery(s).
- Digital Photographers should bring a digital camera and a computer with Photoshop installed. In addition, photographers should bring what is necessary (software, cables, memory card readers, etc.) to download photographs from the digital camera to the computer. Please bring extra camera batteries or the camera charger.
- Hilton Anatole has a business center available with a printer should you need it for your projects. If your staff has access to a portable printer, we'd recommend bringing it to the hotel.



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