

# METROPLEX MEDIAMANIA '10

DALLAS INFOMART • AUGUST 3-5, 2010

## Workshop Registration Form

Greetings! We are making final plans for the workshop and expect three days of great sessions, and a lot of fun. *Please note the workshop will be held in Dallas at the INFOMART (7th Floor) 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 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 3rd.*  
However, if you have further questions or concerns, feel free to call me.

We look forward to seeing you there!



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# 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 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 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 Taylor Publishing's Metroplex MediaMania Workshop.
4. I will not hold 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 Taylor Publishing's Metroplex MediaMania Workshop.
7. I grant Taylor Publishing's Metroplex MediaMania Workshop permission to reproduce my photograph in promotional materials.

STUDENT'S SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN'S SIGNATURE \_\_\_\_\_

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

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## Important Information

### Hotel

For those of you staying in the hotel, each school should have made reservations directly with the **Embassy Suites Dallas Market Center**. Embassy Suites is located 1 mile north of the INFOMART at **2727 N. Stemmons Freeway** just south of Inwood. You can reach the hotel at **214-630-5332**. Room rates for Taylor Publishing Company are \$89/night for a 2-room suite with two double beds and a sleeper sofa. Breakfast at the hotel is included in the price (Wednesday and Thursday morning). Each school is responsible at check-in to provide for payment arrangements (check, credit card, or cash) and a tax exempt certificate or number.

### Directions

A map is printed here for your convenience.

### Buses

If your students are being transported by bus, there are roped off areas for bus parking at the INFOMART.

### Registration

Registration begins at 8:30 a.m. Tuesday, August 3 at the INFOMART, 7th Floor.

### Daily Schedule

Sessions run Tuesday 9:30 am to 5:00 pm, with optional mentoring sessions at the hotel from 7-9:00 pm. Wednesday sessions run 9:00 am to 5:00 pm. Thursday sessions run 9:00 am to 12:30 pm. Dinner will be on your own each evening.



### Lunch

Lunch on Tuesday and Wednesday is included as part of your registration fee.

### INFOMART

The Dallas INFOMART is located at 1950 N. Stemmons Freeway (I-35E). Registration and all sessions will be held on the 7th floor. Information about the INFOMART can be obtained at [www.infomartusa.com](http://www.infomartusa.com).



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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 and idiom dictionaries are 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 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 35 mm 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, etc.) to download photographs from the digital camera to the computer. Please bring extra camera batteries or the camera charger.
- Embassy Suites 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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