



SUGGESTION: To make it easy for yourself, fill in items 3-9, then make photocopies of the form. Each month, if nothing has changed, just fill in items 1, 2 and 11, and mail with your payment.

produced in Los Angeles exclusively for the benefit Of Changing Images In America (a non-profit organization dedicated to promoting diversity in American culture)

RESERVATION FORM

(Please type or print — complete & attach to payment)

- 1. Reservation for: \_\_\_\_\_, 2010. (MONTH)
2. Guest Speaker: \_\_\_\_\_
3. Your Legal Name: \_\_\_\_\_ (AS IT APPEARS ON YOUR DL / ID)
4. Your Stage/Professional Name (if applicable): \_\_\_\_\_ (THIS WILL APPEAR ON YOUR NAME TAG)
5. Your Profession: \_\_\_\_\_ (THIS WILL APPEAR ON YOUR NAME TAG)
6. Your Company Name & Title (if applicable): \_\_\_\_\_
7. Your Contact Number (s): \_\_\_\_\_ (HOME) \_\_\_\_\_ (CELL)
8. E-Mail: \_\_\_\_\_
9. How did you hear about the breakfast: (Please be specific. For example, if it's through an e-mail list, we need to know which one): \_\_\_\_\_
10. Have you attend the Breakfast before? [ ] Yes [ ] No
11. Number of ADDITIONAL people for whom you are paying on your check: \_\_\_\_\_ (List only additional names/info below)
Legal Name Professional Name Profession/Company Phone
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

(Use the back of this form to list any additional people included on your check.)

ATTIRE: Business Casual - NO Jeans, T-shirts or Sweats, PLEASE!

RESERVATIONS: You MUST Complete items 1-11 above on this form!
ALL prepaid reservations are by check or money order only. We do not accept credit card, fax, e-mail, or telephone reservations. We are UNABLE to receive Express Mail, Certified Mail or Registered Mail or any mail that requires us to stand in postal lines. YOUR CASHED CHECK IS YOUR CONFIRMATION. HOWEVER, IF YOUR CHECK DOES NOT APPEAR TO HAVE BEEN CASHED BY THE DAY BEFORE THE EVENT, CALL TO SEE IF IT HAS BEEN RECEIVED AND/OR DEPOSITED. Most likely you are included on the reservations list and in the attendance count (even if the transaction does not appear on your account at the time). So if in doubt, CALL to confirm that you are on the attendee list. WE DO NOT MAIL TICKETS, EMAIL OR CALL YOU TO CONFIRM RECEIPT OF YOUR CHECK. For our attendance list, security purposes, and to contact you in the event of a cancellation or emergency, you MUST list your contact telephone number and the legal names of all guests who are paid for on your check. We are not responsible for any inconvenience if you do not provide a contact number. Reservations are non-refundable but are transferable to someone else on the date paid for only. NO-SHOWS CANNOT BE ROLLED-OVER. THIRD PARTY OR OUT OF STATE CHECKS WILL NOT BE ACCEPTED FROM FIRST TIME ATTENDEES.
Make checks payable to: CHANGING IMAGES IN AMERICA, P.O. Box 2688, Hollywood, CA 90078.
• ON TIME RESERVATION - \$40 per person
Checks MUST BE POSTMARKED by deadline date (usually one week before the event), to be considered an on-time reservation. First time attendees wishing to take advantage of our on-time reservation \$5 discount offer MUST include the PAGE of the e-mail notice containing the discount offer (not the entire e-mail) when sending in their check, or FULL payment is due.
LATE RESERVATIONS: If you mail your check any time after the postmark deadline (or after mail pick up on the deadline), it will be considered a "late" reservation, and your check should reflect the additional \$5 charged for late reservations, making the check total \$45. If your check is late and is made for only \$40, you will be charged the additional \$5 late fee when you arrive. We will not be responsible if you mail your check after the postmark deadline and we do not receive it in time to include you on our reservations list.
• PRE-CONFIRMED LATE RESERVATION - \$45 per person, cash ONLY
If you miss the postmarked deadline and would like to attend the breakfast, you MUST call the office and speak to someone to arrange to be put on the "pre-confirmed late reservations" list.
• UNEXPECTED WALK-INS - \$50 per person, cash ONLY
To be put on our e-mail list, send your request including your information to vip@hgenonline.com.

SECURITY MEASURES: We require that you show a valid and current PHOTO I.D. to be admitted to the breakfast.
GUEST SPEAKER: Guest Speakers' attendance is confirmed, schedule permitting, at the time of all publications and notifications. In the event our guest speaker is unable to attend, we reserve the right to provide a substitute speaker or initiate a different format (which might not include a substitute speaker) for that day/event. In any such situation, since our venue will still require full payment, our no refund and no roll-over policy for all reservations shall apply.

It is your responsibility to read and know ALL of our full policies and guidelines.
For More Information: (323) 465-9800 • www.HollywoodNetworkingBreakfast.com • hgenonline.com
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