

Date _____

Check if this form replaces an earlier version

All-Purpose Area Head Information Form

Area Name _____ Person Completing this Form

"A guess in May is worth two certainties in August"

Our service areas have reached the point in their planning where they need detailed information. We've created a pile of forms because forms let you know what information we need from you. We know, just after tax season, that filling out forms is a pain, but we think (we really do) that this will actually make life easier for you at the con.

We've enclosed one copy of each form. Please make copies of the blank forms you'll need before you fill them out. You don't need to complete every form. The three forms which must be completed are the "All-Purpose Area Head Information" form (this form), the "This Is What Logistics Needs to Know" form, and the "Room Set-up" form. Attach all the forms you've completed to this form. Please make as many educated guesses on the things you aren't currently sure of. Date every form you send, so we'll know what your most up-to-date plans are. Once you've completed the forms, copy them for your records. Mail completed forms to your Division Head(s) c/o Box 46 (or you can hand-deliver the forms to them).

I have completed/attached the "This Is What Logistics Needs to Know" form.

I have completed/attached the "Room Set-up" form.

I will have items shipped or delivered to the convention. They will need to be received by Logistics at the con and delivered to my area. "Logistics Delivery" form is attached.

I will need technical services. I have completed/attached the "Technical Services" form.

I will need signs. I have completed/attached the "Sign" form.

I will need special or large quantities of office supplies. "Special Office Supplies" form is attached.

I will need additional gophers. I have completed/attached the "People Mover" form.

I will need bulk printing. I have completed/attached the "Printing" form.

I will need checks to pay for things before or at the con. I will write to the Treasurer, warning her that I will need checks, and when I will need them.

I will need Information to coordinate a sign-up list for my area. I will send Information a letter, describing the lists it will need to coordinate.

I will need beepers. I will talk to my division head by June 10.

If we think you need ribbons, we've attached a list of the ribbons we think you need. Look it over and contact your Division Head by May 15 if the order is wrong. If you think you need ribbons, and you didn't get a list, contact your Division Head to discuss it.

Can you think of anything we missed?