AUGUSTA SYMPHONY GUILD COTILLION 2021

***Instructions for Forms***

**\*\*ALL forms, with the exception of the Alcoholic Beverage Policy, are due by August 1.\*\***

We have included “example forms” in this notebook to help you prepare to fill out and email the forms when they are due.

All forms should be filled out in the Word document (available by email from Karin Calloway or on the Augusta Symphony Guild Website) and emailed to Karin.calloway@gmail.com.

**THE ONLY EXCEPTION IS THE ALCOHOLIC BEVERAGE POLICY FORMS. THE ALCOHOLIC BEVERAGE FORMS INCLUDED IN THIS NOTEBOOK MUST BE FILLED OUT AND SIGNED BY THE DEBUTANTE AND THE TWO ESCORTS AND TURNED IN AT THE SEPTEMBER 19, 2021, MOTHER’S MEETING.** Please keep copies of these forms for your records.

When filling out the forms, please provide full names and spell out all titles, middle names and suffixes (examples: Doctor, junior). For addresses, please spell out the numbers one to ten, the apartment numbers and the full name of the state.

-The Program Information Form—This form is used to print the program for the Cotillion Presentation.

-The Invitation Form for Debutante, Parents and Presenter—This form is used for the formal invitations that will be sent to these individuals.

-The Invitation Form for Escorts—This form is used for the formal invitations that will be sent to these gentlemen.

-The Invitation Form for Guests—This form is used for the formal invitations that will be sent to your invited guests.

-The Seating Chart Form—This is for you to place your guests at tables and in the seats they will be sitting in.

-The Presenter and Escort Information Form—This form is for information that is needed should we need to contact these individuals. (Note: Feel free to email this form to Karin.calloway@gmail.com as soon as it is completed.)

-The Alcoholic Beverage Policy Forms—These forms must be signed by the Debutante and Escorts and should be brought to the meeting on September 19 or mailed to Karin Calloway, 878 Sturbridge Dr., Evans GA 30809.