

## **Camp Confirmation - "LETS TALK BUSINESS"**

That old "business" word. The nitty, gritty details and paperwork that make the world go around. None of us like it, but we've got some camp "business" to take care of quickly, so we are going to need your help please. This is the deal. The days of directors being able to bring a check to camp registration have gone by the wayside. Hotels have all begun requiring us to guarantee the number of dancers who will be attending each camp 30 days in advance. No cancellations for hotel camps after 30 days prior to camp. Commuter camps require at least 3 weeks' notice of cancellation.

This is the quick checklist of what you can do to help:

\_\_\_ Be sure the numbers of dancers, directors, managers, & chaperones on your registration are correct. Contact us if anything changes.

\_\_\_ Check with your accounting department to be sure your camp checks have been sent 4 weeks prior to camp.

\_\_\_ Camp should be paid in full 30 days before camp starts.

\_\_\_ If your numbers have changed, partial refunds are possible if received in writing FOUR WEEKS BEFORE your camp begins. Call or email us to be sure we received your cancellations. Thanks.

Well, that was no fun. That's all of the yucky "business" stuff. The good stuff is next. Our staff met to choreograph and polish those fabulous routines for your officers and teams. We've got all of your favorite senior staff and quite a few new talented junior staff to meet the needs of our growing company. We know you'll love them! See you this summer, and thanks again for helping us get everything ready.

**Beverly Skipper, CEO**

ShowTime International, P.O. Box 4200, Lago Vista, TX 78645 512-267-7105

[www.showtimeint.com](http://www.showtimeint.com)

## Camp Registration Checklist for Directors

We can help you have a speedy, stress-free registration if you will be sure to have these things in mind and in hand when you step up to the registration tables:

\_\_\_\_\_ 1. Any remaining fees.

\_\_\_\_\_ 2. Please know the exact number of:

\_\_\_\_\_ Dancers

\_\_\_\_\_ Chaperones

\_\_\_\_\_ Directors

\_\_\_\_\_ Parents

\_\_\_\_\_ Managers

\_\_\_\_\_ 3. Medical forms for every dancer, director, chaperone, and manager (Alphabetized).

\_\_\_\_\_ 4. Rooming list should be filled out on the registration form. If you need to send a rooming list, please email it to [office@showtimeint.com](mailto:office@showtimeint.com). Be sure to put every director, chaperone, and manager on this list. Small children under a certain age may not be charged the full director rate. Please ask ahead of time about putting them on the rooming list. Must have first and last names.

\_\_\_\_\_ 5. Home Routine Music