

2010 STRATEGY SESSION

COPY REQUEST FORM

Minimal copying will be provided onsite by the Host Tribe, SGCE staff and volunteers. If you need to have materials copied for the Session, use this form and fax/email your request to nriley@tribalselfgov.org

If your copy request consists of more than one document (the sum of your documents cannot exceed 10 pages) Identify each document in your copy request as 1 of the total number of documents included, i.e. 1 of 3, 2 of 3 and 3 of 3. We will make sure that all of your documents remain together when we prepare them for inclusion into the packets or for distribution.

Use a separate form for each copying request. Specify the Tribe or Organization that you are representing and the session/time for which the copies are needed.

SGCE must receive your request by Friday, September 17, 2010.

Upon receipt of your request, we will send you a confirmation to verify the copy request form information. If you submit a request and you do not receive a confirmation prior to the deadline, you should follow-up with the SGCE staff immediately. We urge you to submit your request for copies early!

All copies requested in advance will be available on the first day of the Strategy Session and should be claimed by the requestor at the Registration Desk. **ON-SITE COPYING MAY BE AT YOUR OWN EXPENSE AND CAN REQUIRE A 24-HOUR TURN-AROUND TIME.**

PERSONAL INFORMATION

Name:	Address:	
Title:	Tribe/Organization/Affiliation:	
Cell Phone:	Fax:	Email:

COPY INFORMATION

How many pieces are in your copy request? _____ Staple all pieces together? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, explain:	Same Color Paper? Yes <input type="checkbox"/> No <input type="checkbox"/> If not, explain.
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Session/Time/Date Needed:

****There will be a 24-hour turn-around handling time for all copies that are outsourced. Minimal copying will be performed by the SGCE staff and volunteers during the Strategy Session, so please send your request(s) in early.****

SPECIAL HANDLING

# Copies:	<input type="checkbox"/> Single sided <input type="checkbox"/> Double sided	<input type="checkbox"/> Colored Paper <input type="checkbox"/> Regular White Paper
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Other special handling, please specify: