

When determining the cost of your workshop experience, you must first choose whether to start the workshop on Monday or Tuesday.

Monday class: \$75 per person (includes lunch only)

This customized single day (Monday) workshop class focuses on the basic skills and processes necessary to get a jump start on your first yearbook. You will be given an introduction to yearbook by discussing the yearbook kit, cover and endsheet options, theme, deadlines, your budget and marketing plan, portraits, page ladder, pre-designed layouts, colors and fonts. We'll also complete a demo of the Yearbook Avenue website. Lunch is included. For a hands-on experience, continue your workshop experience on Tuesday.

Tuesday-Thursday classes: \$250 per person (Meals and overnight dorm room are NOT included.)

This 3-day (Tuesday-Thursday) workshop classes is devoted to staffs that want hands-on experience that will result in fully developed plans for theme, coverage and design. Learn how to use Yearbook Avenue and Page Creation during our hands-on, guided work session (bring your laptop). There will also be time for staff work sessions, a professional artist session, multi-school book swap and an adviser social. A workshop t-shirt is included.

Next, you will choose to add any of the following items to your tuition (per person).

Additional Items (Add to the above tuition)

- \$50 Monday overnight package, *double* occupancy (Includes Monday dinner, Tuesday breakfast and dorm room)
- \$80 Monday overnight package, *single* occupancy (Includes Monday dinner, Tuesday breakfast and dorm room)
- \$50 Tuesday - Thursday meal card (Includes six meals from Tuesday lunch to Thursday breakfast)
- \$50 Tuesday and Wednesday night *double* occupancy dorm room
- \$110 Tuesday and Wednesday night *single* occupancy dorm room
- \$10 Extra workshop t-shirt (for staff members who could not attend)
- \$3 Extra workshop lanyard and name badge holder (for staff members who could not attend)

Final Cost Example 1

This person wants to attend Monday through Thursday, stay in the dorm (share a room) and eat all meals in the cafeteria.

- \$75 Monday class (includes Monday lunch)
- \$250 Tuesday-Thursday classes
- \$50 Monday overnight package, *double* occupancy (Includes Monday dinner, Tuesday breakfast and dorm room)
- \$50 Tuesday - Thursday meal card (Includes six meals from Tuesday lunch to Thursday breakfast)
- + \$50 Tuesday and Wednesday night *double* occupancy dorm room
- \$475

Final Cost Example 2

This person wants to attend Tuesday through Thursday, drive to the campus each day (commute) and eat all meals in the cafeteria.

- \$250 Tuesday-Thursday classes
- + \$50 Tuesday - Thursday meal card (Includes six meals from Tuesday lunch to Thursday breakfast)
- \$300

MISCELLANEOUS

- Unless you are just dropping off students, if you come to the workshop, you are either a commuter or an overnight guest. Anyone who meets with, waits for, chaperons or serves any other function on campus during our workshop must register **1**

as a Virginia Yearbook Workshop commuter or overnight guest. This is also the University's policy to control who is on their campus.

- If choosing double occupancy, adults will room with other adult advisers and share a bathroom with other adults.
- If choosing double occupancy, students will room with students and share a bathroom with other students.
- If you have an odd number of attendees, we will pair that odd person with someone from another school unless you request and pay for single occupancy dorm tuition for that person (adult or student).
- Males and females are separated on different floors.

ONLINE REGISTRATION

Advisers will register themselves and/or their students via the [online registration](#) form. The workshop coordinator will send a confirmation by email ASAP.

DEADLINE

The final registration deadline is 3:00 p.m. on June 11. To guarantee your registration, the registration form AND payment option must be **received** by this date (not postmarked).

If anyone registers online by June 11 but does not submit one of the payment options below by June 11, the reservation will be cancelled. We are required to turn in our numbers to the University on this date and must have a firm commitment from you.

Each participant (including the adviser) must complete and submit a Release Form by June 11. It can be found in this packet.

PAYMENT OPTIONS

Now: Pay by check or credit card on our website. If you pay by credit card, the bank charges a fee for the transaction, so the amount will be 2.9% greater than paying by check. Click the PayPal button on our [website](#) (under the Registration menu) to pay online; you do not need a PayPal account. After choosing Add to Cart, you will be redirected to the PayPal website. You will be able to choose additional quantities or even click Additional Shopping to choose another type of tuition to add to your shopping cart.

Later: For those few schools that must settle the yearbook invoice first and cannot submit the payment by June 11, please scan and email your purchase order or ask your principal to sign the Promise of Payment on the Workshop Invoice in this packet by June 11. We cannot do this for everyone as we must submit a large deposit and final numbers to the University by June 11. Since we must turn in information to the University and be charged accordingly, once we receive your purchase order or Promise of Payment form, your registration cannot be cancelled.

Address: Alert your financial secretary to our payment address; do not mail anything to Jostens' plant or corporate address. Checks should be made payable to Virginia Yearbook Workshop and mailed with release forms to Kelly Carns, 15215 Prairie Court, Culpeper, VA 22701, carnsk@jostens.com.

Refunds: No refunds will be given for any reason, but you may substitute attendees.

AFTER JUNE 11

Once registered (whether a full or partial payment, a Promise of Payment or purchase order was submitted), schools cannot substitute, change or cancel their registrations after June 11 for any reason. Since we submit our registration list to the university and are charged whether you attend or not, you will receive a bill for the full amount.

EXPRESS CHECK-IN

Schools that register all participants online, submit all release forms and pay in full by June 11, may avoid the check-in line, pick up their workshop registration bag on the Express Check-in table and head straight to their dorm rooms.



2019 Registration Info

Virginia Yearbook Workshop
virginiayearbookworkshop.com

June 24-27, 2019
at University of Richmond
Richmond, Virginia

If needed, this form is for your financial administrator. He/she may request a W-9 if needed by email: carnsk@jostens.com.

Date: _____ School: _____ Adviser: _____

The Virginia Yearbook Workshop will be held at the University of Richmond in Richmond, Virginia on June 25-28, 2018. Registrants will stay in the dorms (double or single occupancy) and dine in the campus cafeteria or commute daily.

DEADLINE

The final registration deadline is 3:00 p.m. on June 11. To guarantee your registration, the registration form AND payment must be **received** by this date (not postmarked).

If anyone registers online by June 13 but does not submit one of the payment options below by June 11, the reservation will be cancelled. We are required to turn in our numbers to the University on this date and must have a firm commitment from you.

Each participant (including the adviser) must complete and submit a Release Form by June 11. It can be found in this packet.

PAYMENT

Now: Pay by check or credit card on our website. If you pay by credit card, the bank charges a fee for the transaction, so the amount will be 2.9% greater than paying by check. Click the PayPal button on our [website](#) (under the Registration menu) to pay online; you do not need a PayPal account. After choosing Add to Cart, you will be redirected to the PayPal website. You will be able to choose additional quantities or even click Additional Shopping to choose another type of tuition to add to your shopping cart.

Later: For those few schools that must settle the yearbook invoice first and cannot submit the payment by June 11, please scan and email your purchase order or ask your principal to sign the Promise of Payment on the Workshop Invoice in this packet by June 13. We cannot do this for everyone as we must submit a large deposit and final numbers to the University by June 13. Since we must turn in information to the University and be charged accordingly, once we receive your purchase order or Promise of Payment form, your registration cannot be cancelled.

Address: Alert your financial secretary to our payment address; do not mail anything to Jostens' yearbook plant or corporate address. **Checks should be made payable to Virginia Yearbook Workshop** and mailed with release forms to

Kelly Carns carnsk@jostens.com
15215 Prairie Court 540-270-2520
Culpeper, VA 22701

Refunds: No refunds will be given for any reason, but you may substitute attendees.

AFTER JUNE 11

Once registered (whether a payment, Promise of Payment or purchase order was submitted), schools cannot substitute, change or cancel their registration after June 11 for any reason. Since we submit our registration list to the university and are charged whether you attend or not, you will receive a bill for the full amount.

	Price	Number of each	Subtotal
Monday class			
Tuesday - Thursday classes			
Monday overnight package, double occ			
Monday overnight package, single occ			
Tuesday - Thursday meal card			
Tuesday, Wednesday night dorm, double occ			
Tuesday, Wednesday night dorm, single occ			
Extra workshop t-shirt			
Extra workshop lanyard/name badge holder			
Total (for those paying by check)			
2.9% credit card fee			
Total (for those paying by credit card)			

Promise of Payment for those schools that cannot pay by June 11

I _____ (principal) grant permission for the yearbook adviser and/or staff to attend this workshop.

I guarantee that the full payment of \$_____ will be made before or at the workshop on June 24-27, 2019.

Principal's Signature _____

Virginia Yearbook Workshop Release Form

Each attendee (including the adviser) must complete this release form.

You **will not** be permitted to attend the workshop without this completed release form.

In consideration of the educational opportunity provided, the below student or adult, I/we the parent(s), legal guardian(s), or spouse of the below named person, or myself, do hereby hold harmless, release and forever discharge Virginia Yearbook Workshop (VYW), Jostens, Inc., Jostens Representatives, the University of Richmond at which the workshop described herein will be held, and their officers, agents and employees, and my child's school (named below) and administrators and all employees from any and all claims, demands, liability, actions, causes of action, attorney fees and expenses on account of damages to personal property or personal injury which may result from causes beyond the control of, and/or without the fault or negligence of VYW, Jostens, Inc., their representatives and employees, during the workshop. I/we also give permission that medical attention be administered to the below named or myself in case of emergency. I/we understand that any medical assistance of a more serious nature will be brought to our/my attention as conditions permit. I understand that the contact will be notified as soon as such communication can be made. In case emergency treatment is required, my/our health insurance plan number and carrier are listed below.

I hereby grant to Virginia Yearbook Workshop (VYW) and Jostens Inc. the irrevocable, assignable, worldwide right and license to use, alter and publish photographic images and depictions of me and/or my children, alone or together with other images, depictions and text, for VYW's or Jostens' Inc. publications and worldwide internet websites, and for all other purposes reasonably related to promotion of VYW and Jostens Inc., in any manner and in any medium now known or later developed, without the need for my prior approval and without compensation to me. This includes any photos that I or my child take and submit for workshop contests. This release will govern all images and depictions of me and/or my children, whether created before or after the date of this Media Release, unless I notify VYW in writing that I desire to exclude specific images from this Photo Release. I hereby release all photographers, videographers, VYW and Jostens Inc., together with its employees, attorneys, agents and other representatives and assigns, from any and all demands, claims and liabilities of every nature and description relating to the use of photographic images and depictions of me and/or my children and the rights and licenses herein granted. This release will not obligate VYW or Jostens to use or publish my image or the images of my children or use the rights I have granted. I hereby certify that I am 18 years of age or older and have the right to grant the licenses contained in this Photo Release.

There will be ____ (number) school chaperons attending this workshop with the students.

Please print legibly and provide ALL of the information requested.

By signing below, I am indicating that have read and understand this entire document. I have also read and understand the workshop rules posted on our website and will abide by the rules or be dismissed from the workshop without a refund.

Return Form

- To the yearbook adviser
- To the address below

Kelly Carns
Jostens Yearbooks
15215 Prairie Court
Culpeper, VA 22701

Go to our website for more information:
virginiayearbookworkshop.com



Participant's name _____

School (spell out) _____

Teacher / Chaperon _____

Insurance carrier _____

Policy/Group number _____

Parent/Guardian(s) _____

Phone(s) _____

Address _____

Emergency Contact _____

Relationship _____

Phone(s) _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____

Adherence to the rules is expected, and anyone breaking or ignoring the rules will be dismissed immediately from the workshop without a refund. Please share these rules with your staff.

- Unless you are just dropping off students, if you come to the workshop, you are either a commuter or an overnight guest. Anyone who meets with, waits for, chaperons or serves any other function on campus during our workshop must register as a Virginia Yearbook Workshop commuter or overnight guest. This is also the University's policy to control who is on the campus.
- Please wear the name tags we provide at all times and keep the parking pass in your car window to avoid towing.
- Male and female students are not allowed together in dorm rooms without adult supervision. There are many public areas for meetings.
- Please attend and arrive on time for all classes and sessions.
- Students who drive their own vehicles must not leave the campus during the workshop.
- Students must observe dorm curfews to avoid being locked out and picked up by the police. It is unlawful for a minor to be out after 11:00 p.m. in Henrico County. ([Henrico County Code: Sec. 13-147-149](#))
- For the safety of all, dorm doors must not ever be propped open; an alarm will sound, and campus police will respond.
- Do not hold the dorm door open for anyone. People who should be in the building should have their access cards. This is a safety issue for everyone in the dorm.
- Advisers must monitor their students and make sure they are in their rooms and quiet at curfew.
- Students must adhere to their schools' dress code. We have had issues with very revealing clothing.
- Students may not have in their possession or consume any alcoholic or controlled substances. This includes cigarettes.
- Jostens and the Virginia Yearbook Workshop are not responsible for lost or stolen items during the workshop.
- Pulling a false fire alarm is a Class I Misdemeanor under the Virginia Criminal Code. Immediate penalties include fines up to and including \$2500 and possible jail time. In addition, there is a mark on an individual's criminal record, a court appearance and probable suspension from school. ([Code of Virginia, 18.2-212](#))
- Participants are liable to the university for any damage to the premises or other university property, which may be caused in whole or in part by participant's acts or omissions. In the event of any such damage, repairs shall be made by university, and participant shall promptly reimburse the university for the repair expenses.

University of Richmond Police
Special Programs Building
31 UR Drive
University of Richmond, VA 23173
police@richmond.edu
Emergency: (804) 289-8911
Non-Emergency: (804) 289-8715



Campus Map

142	Admission and Financial Aid – Undergraduate	C5	311	Pitt Field	B2
261	Boatwright Memorial Library	C3	133	Print Shop	D5
455	Booker Hall	B5	490	Public Safety and Student Health Center	C6
442	Bottomley House	A5	118	Puryear Hall	D3
206	Brunet Hall	C2	142	Queally Center	C5
455	Camp Concert Hall	B5	102	Queally Hall	D2
134	Cannon Memorial Chapel	C4	246	Richmond College Dean's Office	C3
270	Career Services	C4	202	Richmond College Tennis Courts	D2
142	Career Services – Employer Development	C5	114	Richmond Hall	D3
211	Carole Weinstein International Center	C2	444-448	River Road Fields	B6
445	Crenshaw Field	B5	365	Robins Center	C2
244	Dennis Hall	C2	240	Robins Hall	C2
410	Dining Hall	C4	102	Robins School of Business	D2
248	Freeman Hall	C3	371	Robins Stadium	C1
151-157	Gateway Village	C5	106	Ryland Hall	D3
260	Gazebo	B3	261	School of Arts and Sciences	C3
138	Gottwald Center for the Sciences	C5	203	School of Law	D2
416	Gray Court	B4	490	School of Professional and Continuing Studies	C6
453	Harnett Museum of Art and Harnett Print Study Center	B5	133	Service Building	D5
410	Heilman Center	C4	431	South Court	B5
231	Human Resources	C3	270	SpiderShop	C4
159	Intramural Fields and Odyssey Course	D5	490	Special Programs	C6
422	Jenkins Greek Theatre	B4	122	Steam Plant	D4
442	Jepson Alumni Center	A5	438	Student Activities Complex	A4
221	Jepson Hall	C2	406	Thalhimer Guest Cottage	C5
221	Jepson School of Leadership Studies	C2	252	Thomas Hall	C3
242	Jeter Hall	C2	270	Tyler Haynes Commons	C4
451	Keller Hall	B5	160-172		
256	Lakeview Hall	B3	191-193	University Forest Apartments	C6
403	Lora Robins Court	C5	470-486		
261	Lora Robins Gallery of Design from Nature	C3	261	Virginia Baptist Historical Society	C3
258	Marsh Hall	B3	451	Visual Arts	B5
110	Maryland Hall	D3	361	Weinstein Center for Recreation	C2
367	Millhiser Gymnasium	C2	231	Weinstein Hall	C3
453	Modlin Center for the Arts	B5	406	Westhampton Center	C5
250	Moore Hall	C2	406	Westhampton College Dean's Office	C5
330-336	New Fraternity Row	B1	426	Westhampton College Tennis Courts	B4
421	North Court	B4	433	Westhampton Hall	A5
340-354	Old Fraternity Row	B1	246	Whitehurst	C3
131	Physical Plant	D5	126	Wilton Center	C4
			254	Wood Hall	C3



- Building Numbers #
- Accessible Parking
- Visitor Parking
- Dining

In case you lose this, need to enlarge it or need extra copies, take a picture of this map with your phone.

Westhampton Hall

Parking lot W-84

Classes

Dining

