

NATIONAL LEAGUE OF JUNIOR COTILLIONS

**Tri-Fold Order Form**

Fill out the Tri-fold Order Form and email it to Jennifer Winters at print@nljc.com. After orders are processed, proofs will be emailed to directors from the NLJC Corporate Office for final approval. ALL proofs must be approved by both parties before printing can be completed. If your information is the same as last year, please enter “SAME” in the corresponding space.

**Director’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please complete the following form to customize your chapter’s Tri-Fold.**

Page One: Front Cover of the Tri-Fold

**Name of chapter:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter

**I will be hosting**: \_\_\_ one Ball (Spring Ball only) or

 \_\_\_ two Balls (Holly Ball /Winter Ball + Spring Ball)

**Season Year** (ex: 2013-2014): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RSVP Date** (Month, Day, Year): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page Two: Left, inside, bottom

\_y/n\_ **The Director may require black tie tuxedos.**

Page Three: Center, inside, top

**Season Year** (ex 2016-2017): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Display the following different class schedules:**

 \_\_\_\_1 \_\_\_\_\_2 \_\_\_\_\_3

**For my 1st class schedule, refer to my program as:**

*(circle one)*  Fifth Grade, Fifth and Sixth Grade, Sixth Grade, or Year I

**Chapter Schedule**

*List your events for the current season; please include dates, times and locations. Write “TBA” if you have not made a decision about one of these details. The “Event name” section correlates to the original class names as per the Director’s Manual. The “Class Name” section allows directors to rename the class to better match the month in which it is scheduled.*

*Month/Date*  *Event Name*  Class name

\_\_\_\_\_\_\_\_\_\_\_ Summer Icebreaker (circle one: Yes or No) S. Icebreaker \_\_\_\_\_\_\_\_\_\_\_ Class 1 Introduction Class

\_\_\_\_\_\_\_\_\_\_\_ Class 2 Autumn Class

\_\_\_\_\_\_\_\_\_\_\_ Class 3 Thanksgiving Class

\_\_\_\_\_\_\_\_\_\_\_ Dance Holiday Class

\_\_\_\_\_\_\_\_\_\_\_ ….or Ball, choose one Holly or Winter Ball \_\_\_\_\_\_\_\_\_\_\_ Class 4 (Winter, Valentine’s) \_\_\_\_\_\_\_\_\_\_\_\_\_ Class

\_\_\_\_\_\_\_\_\_\_\_ Class 5 (Valentine’s, St. Patrick’s) \_\_\_\_\_\_\_\_\_\_\_\_\_ Class Parents’ Dip Into Dancing

\_\_\_\_\_\_\_\_\_\_\_ Spring Ball \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ball

**Spring Ball**

 (circle one): Oriental, European Tour, Grand Spring, or Black and White

**All Classes will be held at:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O ET GS B&W Ball will be held at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Times for all events will be:** from \_\_\_\_\_\_ am/pm until \_\_\_\_\_\_ am/pm

 or “To Be Announced”

**For my 2nd class schedule, refer to my program as:**

(circle one): Sixth Grade, Sixth and Seventh Grade, Year II

*Month/Date Event Name*  Class ame

\_\_\_\_\_\_\_\_\_\_\_ Class 1 Back to Basics

\_\_\_\_\_\_\_\_\_\_\_ Class 2 First Impressions Class

\_\_\_\_\_\_\_\_\_\_\_ Class 3 Social Networking Class

\_\_\_\_\_\_\_\_\_\_\_ Dance Holiday Dance

\_\_\_\_\_\_\_\_\_\_\_ ….or Ball (Holly or Winter) or Instructional Dinner, choose one

\_\_\_\_\_\_\_\_\_\_\_ Class 4 Correspondence Class

\_\_\_\_\_\_\_\_\_\_\_ Class 5 Formal Events Class Parents’ Dip Into Dancing

\_\_\_\_\_\_\_\_\_\_\_ Spring Ball \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ball

**Spring Ball**

(circle one): Oriental, European Tour, Grand Spring, or Black and White

**All Classes will be held at**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O ET GS B&W Ball** will be held at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Times for all events will be:** from \_\_\_\_\_\_ am/pm until \_\_\_\_\_\_ am/pm

 or “To Be Announced”

**For my 3rd class schedule, refer to my program as:**

Seventh Grade, Seventh and Eighth Grade, Year III or Premiere.

*Month/Date*  *Event Name*  Class Name

\_\_\_\_\_\_\_\_\_\_\_ Class 1 Summer Icebreaker \_\_\_\_\_\_\_\_\_\_\_ Class 2 Theatre and Dining Etiquette

\_\_\_\_\_\_\_\_\_\_\_ Class 3 Cultural Outing

\_\_\_\_\_\_\_\_\_\_\_ Class 4 Interviewing Skills and Dressing for Success Class

\_\_\_\_\_\_\_\_\_\_\_ Class 5 Writing Notes for all Occasions Class Parents’ Dip Into Dancing

\_\_\_\_\_\_\_\_\_\_\_ Spring Ball \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ball

**Spring Ball**

(circle one): Oriental, European Tour, Grand Spring, or Black and White

Additional Comments for 3rd class schedule: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**All Classes will be held at:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**O ET GS B&W Ball will be held at** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Times for all events will be:** from \_\_\_\_\_\_ am/pm until \_\_\_\_\_\_ am/pm

 or “To Be Announced”

Page Five: Backside of page four, unfolded is left page of back three

Chapter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter

Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable, 2nd Director Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: (\_\_\_\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@nljc.com

Link to Website: [www.nljc.com/chapter/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](http://www.nljc.com/chapter/_________________________________)

Facebook: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page Six: to the right of page 5, unfolded is center page of back three

**Tuition: \_\_\_\_\_\_**

**Membership dues are** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (one fee for all students)

**Date that half the tuition should be received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date that Final payments are due:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please include in this paragraph (check all that apply):**

\_\_\_ “Monthly payments may be accepted; please contact the Director for details.”

\_\_\_ “Tuition for siblings of enrolled students is one half.”

\_\_\_ “There will be no refunds after \_\_\_\_\_\_\_\_\_\_\_\_\_\_ except in the case of extraordinary circumstances such as moving or illness.”

\_\_\_ “For on-line registration, submit your registration information on our website at [www.nljc.com/chapter/charlotte](http://www.nljc.com/chapter/charlotte). If you choose to remit by credit card, please link to the payment icon after registering. You will receive an email enrollment confirmation.”

 My Chapter’s website link: [www.nljc.com/chapter/](http://www.nljc.com/chapter/)\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tuition payments should be mailed to:**

NLJC \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chapter

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_