



## 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](mailto: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.**

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

Display the following different class schedules:

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

For my 1<sup>st</sup> 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 2<sup>nd</sup> class schedule, refer to my program as:**

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

<i>Month/Date</i>	<i>Event Name</i>	<i>Class ame</i>
_____	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
_____	Spring Ball	Parents' Dip Into Dancing _____ 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 3<sup>rd</sup> class schedule, refer to my program as:**

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

<i>Month/Date</i>	<i>Event Name</i>	<i>Class Name</i>
_____	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
_____	Spring Ball	Parents' Dip Into Dancing _____ Ball

**Spring Ball**

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

Additional Comments for 3<sup>rd</sup> 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 \_\_\_\_\_