



## CHECKLIST BEFORE YOU MAIL:

- Did you put your registration form(s) in your envelope to be mailed?
- Did you put a Reservation/Remittance Calculation Sheet in your envelope to be mailed?
- Did you verify your math on the calculation sheet?
- Does your email address **and** phone number appear on **both** the registration form and calculation sheet?
- Did you make **ONE** check/money order payable to **INDIANA GRAND CHAPTER, OES** for the total from your calculation sheet and put in your envelope to be mailed?

