

PLEASE FOLLOW THESE INSTRUCTIONS

Please use the following as a checklist and be sure to:

- List ALL clergy and ALL lay deputies and alternates.**
*Each church is entitled to elect 3 lay deputies and 3 alternates of whom **3** attend convention with voting privileges.*

If one of your deputies who plans to attend is unable to do so at the last minute, another deputy or alternate is allowed to replace him/her ONLY if listed and certified on this form. PLEASE be sure to list ALL deputies and alternates.)

- Include email and home addresses.
- Check the box in the leftmost column for those clergy, lay deputies, and/or alternates **who will be attending.**
- Certify the deputies** by filling in the election date **AND** having the clergy-in-charge, clerk, or warden **sign the form.**



GUESTS

- In the grid to the right, list any **guests** who will attend Friday lunch or dinner and/or Saturday lunch. Please carry the total due for guest meals over to the front side of this form **in subtotal B.**

SUBMIT THIS FORM

- Please
 1. **scan/email** this form to (rjohnson@dioceseofnewark.org) or **fax** it to (973-622-6508)
 2. then **mail** it to:
 Diocese of Newark, Convention Registration
 31 Mulberry Street
 Newark, NJ 07102

PAYMENT

- Payment and final dinner guest count by **Friday, January 11, 2019 at the latest.** Make checks payable to Diocese of Newark or visit e-payment.dioceseofnewark.org.

GUEST* RESERVATIONS for FRIDAY LUNCH & DINNER and/or SATURDAY LUNCH

Any guests who plan to attend the Friday lunch, Friday dinner or Saturday lunch **MUST** make reservations in advance. Please list any guests below. Dinner guests will be seated at your church's table. However, there is no assigned seating for lunch.

Guests do **NOT include deputies who are registered as convention attendees. Their meals are included in the convention fee for deputies.*

Guests who will be attending the Episcopal Vo-Tech workshops must register at <http://e-payment.dioceseofnewark.org>

Schedule B - Guest Meals (Guests that are not attending Vo-Tech workshops)	Friday Lunch	Friday Dinner	Saturday Lunch	
Name				
Circle the \$ amount for requested meal(s)				
	\$30	\$50	\$30	
	\$30	\$50	\$30	
	\$30	\$50	\$30	
	\$30	\$50	\$30	
	\$30	\$50	\$30	
	\$30	\$50	\$30	
	\$30	\$50	\$30	Total Due
Total Due for Guest Meals (Carry total over to front of form)				\$