

2023 Parish Secretaries' Seminar

Heritage Hotel
Lancaster, PA
October 3-4, 2023



"CARING FOR
YOU & ME IN 2023"

Registration Form *(Please print clearly)*

Name _____ Church Name _____

Church Address _____

City, State, Zip _____

Phone Numbers: Office _____ Home _____ Cell _____

Email: Office _____ Home _____

Emergency Contact _____ Phone Number _____

Please list any special lodging or dietary needs. _____

All rooms are non-smoking; cost includes lodging, five meals, and seminar expenses.

Note: In an effort to promote interaction with our fellow Administrative Assistants we cannot accommodate non-seminar attendees. Thanks for your understanding.

1 night (Tuesday) SINGLE room \$375.00 = _____

1 night (Tuesday) DOUBLE room \$325.00 = _____

I would like to room with _____

1 night (Tuesday) TRIPLE room \$300.00 = _____

I would like to room with _____

2 nights (Monday and Tuesday) SINGLE room \$490.00 = _____

2 nights (Monday and Tuesday) DOUBLE room \$375.00 = _____

I would like to room with _____

SUBTOTAL _____

Deduct \$25 if registering BEFORE July 21

SUBTOTAL _____

Total enclosed by church _____

Total enclosed by participant _____

Total enclosed _____

!!! REGISTRATIONS WILL NOT BE ACCEPTED AFTER AUGUST 11 !!!

I will donate a basket for the raffle (to help offset costs): YES ☐ NO ☐

Please enclose payment in full with registration. **Make checks payable to: Parish Secretaries' Seminar.**

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Mail form and payment by due date to:

Robin Heckman

223 Montgomery Avenue, Reading, PA 19606

***(NOTE: please ask whomever is writing the check/ mailing it to make sure that they use the proper address above)**

Refunds (less a \$50 processing fee) are available before July 21. For cancellations made between July 22 and August 11, half of the registration fee will be refunded. **We will be unable to offer refunds for any cancellations received after August 11.** If you find you must cancel your registration, please contact Robin Heckman at 610-375-9216 (w) or 484-334-3528 (c)