



**FROM: VP of Finance, PMI Montgomery Chapter**

**Date: February 2008**

**1) Registering on SPORG:**

Please register **no later than NOON** the Tuesday before the meeting

- Capitol City Club **MUST** be notified by 5 PM on Tuesday with the total number of registrants and the total number of meal selections
- If you totally forget to register, you may phone me at work, 286-4226, **PRIOR to 2 PM on Tuesday**; I need to know your meal selection at that time.
  - I will manually add your name and meal selection to the TOTALS that **MUST** be reported to the Capitol City Club **BEFORE 5 PM**.
  - Payment by either CASH or CHECK will be accepted at the door.

**2) Free Meal Winner:**

If you are a new PMP / CAPM or free dinner drawing recipient, please **email me no later than NOON** on the **MONDAY** of the week of the meeting with your meal preference

**3) Cancelling after registering:**

Send me **an email no later than NOON on the MONDAY** of the week of the meeting so I may cancel your registration in SPORG.

- Advise me in the email if you know if you will be attending the next meeting.
  - I will make a note of that
  - **DO NOT** register for the next meeting; just send me an email letting me know your meal preference
- If you **DO NOT** know if you will be attending the next meeting, I will write you a refund check because it is too much bookkeeping to carry-over a cancellation for more than one month

**My email addresses**

[vpfinance@pmimontgomery.org](mailto:vpfinance@pmimontgomery.org)