

INSTRUCTIONS FOR SIGNING UP FOR CALENDARS

- (1) If someone wants to just order a calendar(s) Have them fill out the order sheet with Name, Address and Phone number. Be sure to have them mark whether they want to pick it up at the library or have it mailed to them. Calendars are \$4.50 each.**

- (2) If someone wants to have birthday(s), anniversary(s) or memorial(s) put on the calendar, it is 50¢ each listing. Have them fill out Name, Address and Phone number on the order sheet and write out the name of the person(s), whether it is a birthday, anniversary or memorial and the date to be listed. They will be contacted to confirm information.**

- (3) If someone is interested in either of these but does not want to sign up today, have them write their Name and Phone number on the sign up sheet and write contact at the top. Someone will contact them.**

- (4) If someone signed up for birthdays etc. on the calendar last year, they will be contacted.**

- (5) If someone has a business and is interested in an ad, have them write their Name and Phone number on the sign up sheet. Make a note that they are interested in an ad and write contact at the top. Someone will contact them. Ads are \$35 for a single ad and \$70 for a double ad. There is a one time \$15 charge if they want a logo.**

- (6) If they want to pay now, be sure to mark that they have paid and give them a receipt. If they want to write a check, have them make it out to FOCL. If they would like to send a check, have them send it to FOCL, PO Box 666, Chiloquin, OR 97624**