



Workshop Registration

Important: Since Workshops fill quickly; **prepayment is required** to attend each workshop. We need one contact name and email address. Once we receive your check, the contact will receive an order confirmation with tickets from TicketLeap. From this email, the contact will set up a TicketLeap account (if they do not already have one) and will enter attendee contact information. They can then email individual tickets to the attendees. **NOTE:** Check or Purchase Order **MUST** be attached to this form.

1 Information about Contact Person			
Name		Phone	
District		Email	
School		Mailing Address	

2 Enclosed	PO or Check Number
Purchase Order - All Purchase Orders are due Net 30 Day Educational Design, LLC Federal Tax ID: 26-4176439	
Check - Payable to Educational Design, LLC	

3 Workshop Title	Date and City of Workshop	Number Attending	Price Per Person/ Per Workshop	Total
Daily 5 Workshop			x \$295	
The CAFE Workshop			x \$295	
Total Payment Due				

4 Submit this form WITH purchase order or check attached via ONE of the following:	
Mail	Educational Design, LLC 1911 SW Campus Drive #683 Federal Way, WA 98023
Fax	Educational Design - 1-253-276-0073
Scan and Email	info@thedailycafe.com

PLEASE NOTE:

- Once we receive your check, the contact person will be emailed the tickets.
- We do not offer refunds for professional development events. A substitute is welcome. Log on to [TicketLeap](#), where the workshop was purchased, to change the name and email address on the ticket. [Click here for instructions from TicketLeap.](#)