

Well Met, Shakespeareans!

Thank you for your interest in our upcoming season. Please follow the registration guidelines below.

To begin registration, please send ALL completed forms with the appropriate payment.

- **For ALL programs *except Simi Shakespeare and Beacon Hill Shakespeare*, the first payment is the non-refundable deposit shown in your program's Program Bulletin.**
- **For *Simi Shakespeare and Beacon Hill Shakespeare*, the first payment is the first half of registration, as shown in the Simi Shakespeare Program Bulletin.**

1. REGISTRATION IN GENERAL

Classes are filled on a first-come, first-served basis. Our programs fill quickly, so please send in your payment with the completed forms as soon as possible in order to get the registration process started.

Your registration will not be complete until all steps in the process have been completed and until we have reviewed and accepted your application and registration forms. Once you are accepted and enrolled in our program, you will receive a written acceptance in the form of a Confirmation Notice from Much Ado. For all programs (*except Simi Shakespeare and Beacon Hill Shakespeare*), once you have received your written Confirmation Notice from Much Ado, the first registration payment can be submitted anytime, but is due by the first day of class. (*The Simi Shakespeare and Beacon Hill Shakespeare programs already require the first half of registration at the time of submitting registration forms.*)

2. COMPLETING AND SUBMITTING REGISTRATION FORMS

To start the registration process, please carefully review you're the Registration Packet for your specific location. The Registration Packets are available on this site (<http://muchadoaboutshakespeare.weebly.com>.) *Please contact us directly if you are unable to find the Registration Packet for the program in which you are interested.*

Each Registration Packet contains the:

-Program Bulletin – including a program description, schedule, costs and policies

-Registration Forms - three pages

(Returning students may be able to use the new 1-page Renewal Form. Please review the Renewal Form description in this message below. The Renewal Form can be downloaded from the *weebly* site.)

-Rules and Policies

Please review the Registration Packet and mail your completed Forms with the appropriate payment for each student you are registering, to your program's site coordinator. The name and mailing address for your site coordinator are provided in the **Program Bulletin**.

For your review, our **Rules and Policies** are posted on this site (*weebly*) and also on our company website: www.muchadoaboutshakespeare.com.

While filling out the forms, please note:

a) SIBLINGS: To conserve paper and spare your writing hand, you can list multiple students from one family on one set of forms. Each sibling need not have a separate set of forms.

b) TOP OF REGISTRATION FORM 1: Please fill in the:

Site: This is the CITY LOCATION of the program, such as: Ventura, Simi, Santa Clarita, etc.

Program: This is the SUBJECT of the program, such as: Shakespeare, Improv, Playwriting, etc.

Season: This is the TIMING of the program, such as: Fall, 2014-2015 or Summer, 2015, etc.

Also, for programs in which more than one class is offered, please note specifically which class you wish to register which child.

c) STUDENT SIGNATURES: Both the Publicity Release and the Commitment Form (Forms 1 and 2) require that the student sign in addition to the parent signature. Your forms are not complete without both signatures in these sections.

d) PARENT COMMENT FORM: All sections of the Parent Comment Form (Form 3) must be completed by all parents, regardless of whether you have specific comments to report. The completed form must have the student(s)' names written above and the parent signature and date at the bottom. **Please do not leave the comment section blank.** Parents who have no comments to write should write "no such conditions" in the comment section, instead of just leaving that section blank. Parent comment Forms with any blank sections will be considered incomplete and returned to the parent for completion.

3. IMPORTANT CHANGES HAPPENING THIS SEASON

The Renewal Form: Previously registered students who are returning to the same site for a subsequent program may now register using the Renewal Form. This Renewal Form allows for the extension of all agreements, waivers, releases and commitments in the previous forms to be renewed and extended so that they fully apply to the current or upcoming season. In order to use the Renewal Form, the registering student must already have a full set of Registration Forms (Forms 1, 2, 3) completed from a previous season of Much Ado classes at that location. Previous students who are registering for a different location than the site they previously attended should fill out a full set of Registration Forms (Forms 1, 2, 3) for that new site.

If you wish to use the Renewal Form, please download the Renewal Form Packet, which includes the Instructions, from the *weebly* site. You will still need to download the full Registration Packet for your site in order to review the Program Bulletin and Rules and Policies.

However, instead of completing the full three-page Registration Forms, you will only need to complete and submit the one-page Renewal Form.

Charter Costs: Please note in your Program Bulletin that program costs have increased for charter school students. We welcome all charter school families and students. Yet, due to the significant additional administrative processing Much Ado encounters for charter students, we are now adding a small additional fee to the program cost for charter students. Please review the Program Bulletin for your site to find the specific cost increase for charter school students.

Please contact us or you program's site coordinator with any questions.

Thank you! We look forward to hearing from you.

Sincerely,

Rebekah and Stuart of
Much Ado About Shakespeare, LLC
"All the World's a Stage..."

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Your registration and enrollment are not complete until all of your application and registration forms have been reviewed and accepted by Much Ado and you have received written confirmation from Much Ado. All applications, deposits, reservations, payments, registrations and/or renewals are subject to Much Ado's Rules and Policies. Please see our Rules and Policies on our website at: www.muchadoaboutshakespeare.com. Much Ado About Shakespeare, LLC reserves all rights.