

## FORMS CHECKLIST

## 2024 Camp Dates

One-Week Session: 06/16/24 - 06/22/24 First Session: 06/16/24 - 07/07/24 Second Session: 07/08/24 - 07/28/24 Full Session: 06/16/24 - 07/28/24

This checklist is to make sure you provide everything needed for a smooth and successful summer! Forms and documents listed below with a deadline where applicable. Please keep this for your records. Additional copies of all documents may be found on our website at <a href="mailto:harandcamp.com/forms-docs">harandcamp.com/forms-docs</a>. If you have any questions, please call 847.867.1356 or email <a href="mailto:harandcamp@gmail.com">harandcamp@gmail.com</a>.

| Forms to be returned to Harand Camp:   | <b>Date Returned</b> |
|--|----------------------|
| • 2024 Camp Application (ongoing)  |                      |
| • Harand Health History, Exam & Medication Form (May 30)                       |                      |
| • Carthage Camp and Conference Form & Health Form (May 30)                     |                      |
| <ul> <li>Photocopy of Insurance Card (both sides) (May 30)</li> </ul>          |                      |
| • Camper Information Sheet (May 30)  |                      |
| • Media Release Form (May 30)  |                      |
| Payment Record:  |                      |
| <ul> <li>Initial non-refundable \$500 deposit, due with application</li> </ul> |                      |
| • Second non-refundable deposit of \$500 due by Feb 15, 2024                   |                      |
| • Final Balance Due by May 1, 2024   |                      |
| • Mini-Bank (\$50 per session – cash or check paid at check-in)                |                      |
| • \$15 Dorm Key Card deposit (cash or check paid at check-in)                  |                      |
| Other Items:   |                      |
| <ul> <li>Luggage Shipment info to Camp Luggage Services or UPS</li> </ul>      |                      |
| <ul> <li>Luggage Tags for Camp Luggage Services or UPS</li> </ul>              |                      |
| <ul> <li>Flight/Transportation Details to Harand (May 30)</li> </ul>           |                      |
| Pre-Camp Screening & Testing Documents   |                      |
| Documents Kept for Your Reference:   |                      |
| • Instruction Booklet 2024   |                      |
| <ul> <li>Packing List (with Required Theater Items!)</li> </ul>                |                      |
|  |                      |

Check-In/Check-Out & Performance Details will be sent before (and during) each camp session!

## PLEASE SEND ALL FORMS TO:

**BEFORE JUNE 5, 2024:** 

Harand Camp of the Theatre Arts 1147 Ashland Avenue Evanston, IL 60202 **AFTER JUNE 5, 2024:** 

Harand Camp, c/o Carthage College 2001 Alford Park Drive Kenosha WI, 53140-1994