



City Hall ESSENTIALS

Registration Form: Municipal Law Seminar and Planning & Zoning Workshop

For City Officials (elected, staff, volunteers), Council, Attorneys, Managers, Planners, Department Heads, Secretaries, Clerks & Commissioners, TTU Faculty, Staff & Students

*Thursday, June 6, 2019, 1:00 pm—4:15 pm

Registration begins at 12:30 pm

\$50 before 5/21/19, \$75 after 5/21/19

*Friday, June 7, 2019, 9:00 am—5:00 pm,

Reception 5:00 pm—6:00 pm

Registration begins at 8:30 am

\$150 before 5/21/19, \$175 after 5/21/19

*One form per attendee

*Cancellation/Substitution Policy applies, see below

*Payment must be received/processed by due date

*Texas Tech University School of Law

Lanier Auditorium, 3311 18th Street,

Lubbock, Texas 79415

*TTU Faculty, staff and students are free w/TTU ID but must complete a registration form

Name: _____ Title: _____

City/Organization: _____ Phone #: _____

Address: _____

Email Address: _____

_____ Thursday, June 6th
Planning & Zoning Workshop

_____ Friday, June 7th
Municipal Law Seminar

_____ Pay by Credit Card
Call 512/334-9570 to have card payment processed

_____ Check Enclosed
*Please make check payable to City Hall Essentials, LLC
P. O. Box 170327, Austin, TX 78717*

Contact: Sheila Bojorquez
Sheila@CityHallEssentials.com, 512/334-9570

Cancellation/Substitute Policy

If you are registered and cannot attend, you are encouraged to send a substitute. The substitute must complete their own registration form. If you cannot send a substitute, you will receive a refund but a \$25 cancellation fee will be assessed. An email requesting the cancellation must be received by 5/21/19. No refunds will be allowed after 5/21/19.