

Department Event Registration Form

Career Fairs		
_____	Fall Career Expo: Diversity in the Workplace	October 27, 2004 \$25 – up to 2 reps
_____	Summer Job & Internship Fair	March 10, 2005 \$25 – up to 2 reps
_____	Spring Career Expo: Career Quest	April 6, 2005 \$25 – up to 2 reps

\$10 /additional representative. Visit our web site today for more Career Services information!

Department Information		
		#
Department (As you wish it to appear on your table sign)		On-Campus Phone
		#
On-Campus Address		On-Campus Fax
Name (person submitting registration)	Title	Email
Check if needed: <input type="checkbox"/> Electrical Outlet (extension cords are not provided) <input type="checkbox"/> Floor display space <i>Outlets and floor display space are limited and assigned as registration and fees are received.</i>		
Reason for registration: _____		
NOTE: The Career Services Center reserves the right to approve department registration for all events.		

Registration Fees	
_____	\$25 non-refundable fee for up to two representatives. Fee includes continental breakfast, lunch, one 6' table, marketing, and operational expenses.
_____	\$10 fee for each additional representatives (beyond two)
_____	TOTAL DUE payable by (check one): <input type="checkbox"/> Check or money order payable KSU-CSC <input type="checkbox"/> Please invoice our department <input type="checkbox"/> Please IDC our department Account #: _____

Return this form via fax (330-672-2057) or mail to: **Ami Hollis, Assistant Director, Career Services Center**
 Kent State University, Kent, OH 44242-0001

Questions? Contact Ami Hollis at (330) 672-2360.

Career Services Center Use Only

Date Received:	Confirmation Sent:	Final Confirmation:
Payment Amount:	Check #:	Payment Date: