

**SIG EVENT/WORKSHOP: AT-DOOR PAYMENT  
INSTRUCTION SHEET**

PLEASE PRINT AND USE 'AT-DOOR PAYMENT' FORM ON PAGE 2

LA-CAMFT welcomes those wanting to attend an event/workshop but who arrive on the day without pre-registering. SIG Chairs have the discretion to take walk-in participants. The primary consideration for allowing walk-in participation is to ensure not to exceed the venue’s maximum occupancy limit established by fire-safety regulations.

It is incumbent upon the SIG Chair/s to be prepared for walk-in participants and to include along with a regular pre-registered arrival check-in process, an at-door payments process.

Based on experience:

- *Walk-ins might arrive prior to all pre-registered arrivals. Therefore, please consider the following:*
  - *If the online registration process has not exceeded the room occupancy or desired number of attendees, then walk-ins are welcome to pay at the door up to the occupancy limit of the room.*
  - *If the online registration process has sold-out, based on the room occupancy limit or based on reaching the SIG’s desired number of attendees, then a waitlist for walk-ins may be started, recognizing that pre-registered attendees may arrive late and only after all seats have been filled by wait-listed arrivals. Therefore, thoughtful management is required.*
- *SIG Chairs are responsible for managing at-door payments and guaranteeing delivery of at-door payments to the CFO.*
  - ***The attached form has been created to manage this process.***
  - ***Please print and have available a set of these forms for the check-in team in anticipation of at-door payments.***
- *Prior to the event the SIG Chair must arrange with the CFO (or Administrator) to have cash change for the SIG check-in team for use for walk-in payments.*

**As of the publication of this form the Chief Financial Officer and Administer are as follows:**

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**CFO:** Billie Klayman  
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**Administrator:** Christina Bielfelt  
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**AT-DOOR PAYMENT FORM**

**PLEASE LEGIBLY COMPLETE THIS FORM BY HAND, AND INCLUDE ALL SIGNATURES WHERE ASKED FOR**

Date of Event \_\_\_\_\_

Name of SIG \_\_\_\_\_

Event \_\_\_\_\_

SIG Chair/s \_\_\_\_\_

Name of Venue \_\_\_\_\_

Address of Venue \_\_\_\_\_

Participant Name \_\_\_\_\_

Participant Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

LA-CAMFT Member?  Yes  No

**METHOD OF PAYMENT**

CASH \$ \_\_\_\_\_

CHECK \$ \_\_\_\_\_ CHECK # \_\_\_\_\_

Name on check \_\_\_\_\_

Address on check \_\_\_\_\_

CREDIT/DEBIT \$ \_\_\_\_\_ CARD # \_\_\_\_\_

Name on card \_\_\_\_\_

Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Card holder Signature \_\_\_\_\_

Signature of SIG member receiving payment \_\_\_\_\_

**Office use only:** Check/Card Payment Cleared: \_\_\_\_\_ Date: \_\_\_\_\_