



# Crafter's Form #1

for The College at Brockport faculty, staff & students

## Holiday Arts & Crafts Sale

WEDNESDAY, DECEMBER 2, 2009

### COSAC

(College Office Support Advisory Committee)

- WHEN: Wednesday, December 2, 2009 -- 10am to 4pm (Setup starts at **8:30am**)
- WHERE: Seymour College Union – Fireside Lounge area
- COST: Flat fee of \$5.00 per crafter (for faculty, staff, and students)
- PAYMENT: Cash or check (made payable to **COSAC #271-848**)  
Mail response form below with payment to Joani Martin, Administration and Finance,  
722 Allen Building, by November 20, 2009.
- NOTES: -The sale of food items is not allowed.  
-Employees must charge leave accruals if managing their own tables during work hours.  
-You are responsible for your own change and money from the sale of your items.  
-Your name will be on your table the morning of the sale.

Contact Joani Martin at x2129 or [jmartin@brockport.edu](mailto:jmartin@brockport.edu) if any questions.



COSAC Holiday Arts & Crafts Sale 2009

Name: \_\_\_\_\_ *Check one:* \_\_\_Faculty \_\_\_Staff \_\_\_Student

Department/Addr: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe your product/craft item(s): \_\_\_\_\_

How many tables will you need? (circle one) 1 2 (2 chairs will be provided)

Who will be managing your table on the day(s) of the sale? \_\_\_\_\_

Any special requirements? (We will try to accommodate but no guarantees.) \_\_\_\_\_

**Please return this form with payment to Joani Martin by Friday, November 20. Thank you!**

