

THE FORREST SHERMAN REUNION

REUNION REGISTRATION FORM – RESTON, VA

Please print clearly. Print names or nicknames as you want them to appear on your badge. Please complete both sides.

FIRST NAME	NICKNAME	M.I.	LAST NAME	SUFFIX (Jr., II, etc.)
FIRST NAME	NICKNAME	M.I.	LAST NAME	PHONE WITH AREA CODE
MAILING ADDRESS	CITY	STATE	ZIP CODE	CELL PHONE WITH AREA CODE
E-MAIL ADDRESS – PLEASE PROVIDE	YEAR REPORTED	YEAR DETACHED	RANK/RATE WHEN DETACHED	HIGHEST RANK/RATE ATTAINED
NAME OF EMERGENCY CONTACT			PHONE WITH AREA CODE	
DO YOU OR YOUR GUEST REQUIRE SPECIAL NEEDS?			IF YES, SPECIFY.	
EVENT/FUNCTION	Price Per Person	No. of Persons	Total Price	
1. Opening Ceremony/Buffer Dinner	\$37.00			
2. Welcome Aboard Buffet Breakfast	\$18.00			
3. Friday Tour Package	\$45.00			
4. Saturday TourPackage	\$45.00			
5. Grand Banquet	\$50.00			
6. Farewell Breakfast	Complimentary		Complimentary	
7. TOTAL AMOUNT DUE	\$195.00			
8. REGISTRATION FEE	\$25.00			
9. DEPOSIT/PAYMENT	See reverse side for payment options			
10. BALANCE DUE	See reverse side for payment options			
HOSPITALITY ROOM	Complimentary beverages &snacks. – beer wine – soft drinks – and much more!.			

All prices shown above include admission fees, luxury motor coach transportation, gratuities, taxes, meals where indicated, and name badges, but do not include hotel room tariffs. A minimum of 35 paid passengers is required for each coach. Tours, events and functions offered are subject to change or cancellation without notice. Attendees must make reunion and hotel reservations separately. Reunion reservations must be made using this registration form or online at www.ussmanleydd940.org/reunions/register.asp. Room reservations at the Sheraton Reston, VA can be made by calling 1-800-561-9186 or call the Sheraton directly at 703-620-9000 reservations and mention "USS Manley Reunion" to guarantee the special room rate of \$89.00 plus tax. Reservations should be made by March 20, 2012 to guarantee the room rate. The room rate applies to three days before and three days after the reunion.

Make checks payable to: USS Manley Association, and mail to: Carolyn Miller, 4109 Gregory Drive, Franklin, OH 45005.

Payment Options:

If you submit your registration form before **July 1, 2011**, you may choose to make your payments in 3 installments. Your first payment must include 25% of the TOTAL Amount Due (line 7) plus the full registration fee due (line 8). Upon receipt you will be sent an invoice showing the balance due and payment schedule.

For registration received between **July 1, 2011** **And December 1, 2011** you may choose to make payments in two payments. Fifty percent of the TOTAL Amount Due (line 7) plus the full registration fee must be paid with your registration. Upon receipt you will be sent an invoice showing the balance due and payment schedule.

All registration received after **December 1, 2011** must include full payment.

Persons who pay the full balance due before July 31, 2011 will receive a 40% discount of the registration fee (\$10/pp).

Payments can be made by personal check, money order, or by credit card using PayPal. Please **DO NOT SEND CASH**.

Checks and money order should be made payable to USS Manley (DD-940) Assn.

Refund Policy:

Registration fees are not refundable. Cancellations received before **September 1, 2011** will receive a full refund of payments made for tours and functions. Cancellations received after **September 1, 2011** and before **December 1, 2011** will receive a refund equal to 50% of payments made on tours and functions. **NO REFUNDS** will be made for cancellations received after **December 1, 2011**. Any fees incurred by the Association for credit card payments on PayPal will NOT be refunded in any case.

Schedule of Activities – Please complete both sides of from

Thursday, April 19

- 12:00 – Reunion registration – hospitality room open with Complimentary beverages and snacks
- 3:00 - Hotel room registration
- 6:00 - Opening ceremonies including dinner buffet

Friday, April 20

- 7:30 - Welcome Aboard Buffet Breakfast
- 9:30 - Coach departs for Washington DC Navy Yard
- 12:00 - Coach departs for Lunch
- 1:30 - Depart for Air &Space Museum Dulles Airport
- 4:30 - Coach departs for hotel

Saturday, April 21

- 8:15 - Coach departs for Annapolis
- 12:00 - Lunch at Annapolis
- 1:30 - Depart for WWII Memorial
- 4:00 - Coach departs for hotel

Sunday, April 22

- 3:00 - Association business meeting – election of officers
- 6:00 - Association Grand Banquet

Monday, April 23

- 8:30 - Farewell breakfast
- 10:30 - Forrest Sherman Reunion concludes

Hospitality Room Hours:

- Thursday, April 19 - 12am-5pm & 9pm-11pm
- Friday, April 20 - approximately 5pm-11pm
- Saturday, April 21 - approximately 5pm-11pm
- Sunday, April 22 - 11am-5pm & 9pm-11pm

The USS Manley (DD-940) Association reunions are open to members with current annual dues paid and their guests.

Volunteers are always needed to assist the reunion planners with the many reunion functions:

- Registration – contact Carolyn Miller
 - Ships Store – contact Ross McCalip
 - Hospitality room – contact Rod Ledford
 - Raffle ticket sales – contact Harold Kane
 - Tour assistance – contact Harold Kane
- Volunteers must be willing to commit part of their reunion time and be committed to performing the tasks they agreed to. Send an e-mail to: pres@ussmanleydd940.org

If any changes are made the on-line reunion pages will be updated. Please do not attempt to make hotel room reservations before May 1, 2011. Reservations before that time cannot be accepted. **Reservations for the hotel must be made no later than Tuesday, March 20, 2012 – there is no guarantee of a room or the reunion rate after that date.**

Attendees using lodging other than the Sheraton Reston, VA, will be assessed a onetime user fee of \$40/pp to cover the cost of meeting and hospitality room space, setups and janitorial service.

Attendees should be aware that hotel amenities extended to the Association during the reunion are based upon the number of paid rooms each night.

Reunion questions should be directed to Harold Kane at 609-409-7737 or pres@ussmanleydd940.org Room raffles will be held 9pm nightly for Thursday/Friday/Saturday nights. Tickets are \$1 each or 7 for \$5.00. Winner will receive a free night at the hotel **Ships Store hours will be announced daily.**

HOLD HARMLESS AGREEMENT

I (We) desire to attend the USS Manley (DD-940) Association Reunion at the Sheraton Reston, VA April 19-April 23, 2012 and hereby indemnify and hold harmless the USS Manley (DD-940) Association, its officers and the reunion planners from any and all claims, actions, and judgments, including all costs of attorney fees that may be incurred by me resulting from any liability arising from accident, injury, theft or damages to myself and/or my property.

Signature _____ Date _____

Signature _____ Date _____

A signed registration form is required for all attendees including guests. Please use additional forms if necessary. Remember to pay your dues.