

Dear Adviser,

The 2018 High School Communications Workshop will be upon us in just a few weeks! We're finalizing plans for the event and are looking forward to a fantastic three days with you and your team.

Registration will be held in Room 109 of the Commons Lobby from 9 a.m. to 11 a.m. on Friday, July 20. If at all possible, please have all of your students check in together. All buses should plan to unload on Bizzell Street in the bus loading area south of Mosher Hall. Any buses staying during the week should park in Parking Lot 40. All other vehicles should plan to unload and park in the South Side Parking Garage. Please follow the directions provided by the campus officers who will be on hand to assist with traffic flow. A detailed campus map may be accessed by visiting <http://yearbookworkshops.com/registration-parking.pdf> or by simply downloading the attached PDF. Please print these maps to assist you as you enter campus Friday morning. Parking passes will be available during registration to anyone who will need to park a bus or car for the week. These passes will be good for either Parking Lot 40 or the South Side Parking Garage. You must pick up your parking pass at the registration desk and display it inside your front windshield. Please place your parking permit in your car prior to the completion of registration in order to avoid getting ticketed. These are the only locations you will have access to park for free during the week. Parents who want to stay longer than the registration period will need to park in the University Center Parking Garage. Please note that there is an hourly fee to park there.

Lunch on Friday will be on your own, with the opening sessions beginning promptly at 12:50 p.m. in the Rudder Auditorium. We have an exciting opening session planned for you and your staff, so don't be late! Be sure to allow enough time to locate the auditorium prior to 12:50 p.m. (You must allow about fifteen minutes to walk from the dorms to Rudder Tower.)

As you prepare for your camp adventure, we recommend your publication students bring the following supplies:

Laptops	Construction paper
Flash drives	Colored card stock/file folders
Digital voice recorders if in writing classes	Pens/pencils
Old yearbooks and/or newspapers	Paper/notebook
Magazines	Tape
Glue	Markers
Rulers	Scissors

Photography sessions will be digital. All photography students should be sure to bring their own digital camera. We also suggest that they bring a compatible card reader or connection cable to download images. If your students are participating in the broadcast journalism segment, please bring all your digital recording equipment and necessary peripherals for downloading. Although a limited number of laptops will be available for students to use, we strongly encourage all yearbook and newspaper students to bring laptops with any required software pre-installed (we will not have any software available) for their use throughout the week. A USB flash drive is recommended for saving and printing purposes. Please note, those students already signed up for the Integrated Design/Software class will have access to a computer throughout the workshop. If they want to work on their own computer, they are also welcome to bring a laptop.

Please remind your campers as they embark on their dorm experience to bring pillows, sheets, towels, and toiletries. The dorms can be very cold at night, so it would be wise to bring a light blanket as well. All advisers will have bedding/linens provided by the University.

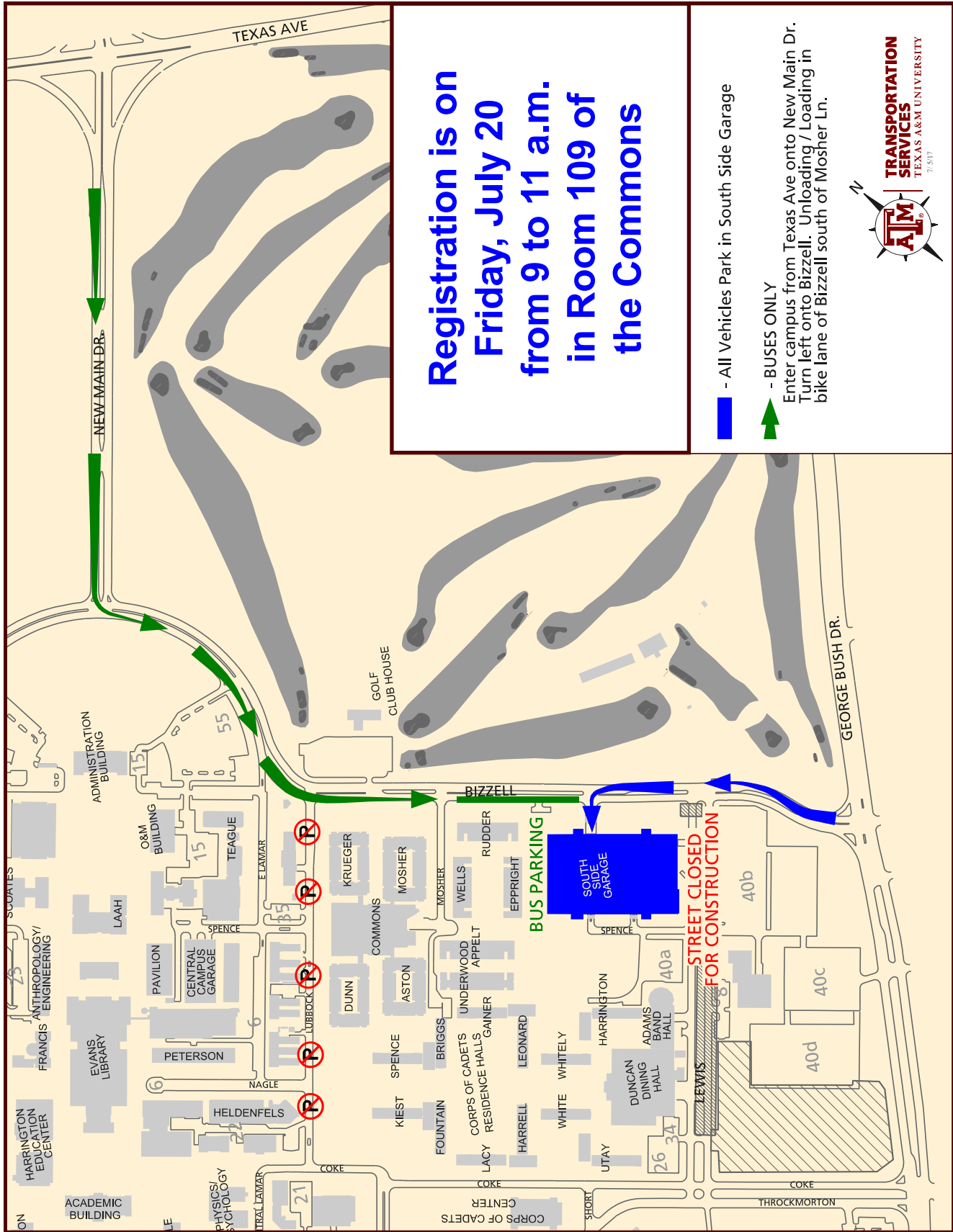
The closing ceremony will be on Sunday from 4 – 5 p.m. You and your students may check out of the dorm from 11:30 a.m. – 6 p.m.

Please send all outstanding payments and permission forms to us by Thursday, July 12. While the payments need to be mailed, the permission forms may be:

1. Mailed to Balfour Yearbooks, 2211 Norfolk Street, Suite 603, Houston, TX 77098
2. Scanned and emailed to [yearbooks@houstontpc.com](mailto:yearbooks@houstontpc.com)
3. Faxed to 713-782-0781

If for some reason you are unable to get us all completed permission forms prior to the workshop, you must bring them with you to registration. Students will not be able to participate in the workshop without a completed permission form. Advisers may print additional permission slips by visiting [www.yearbookworkshops.com](http://www.yearbookworkshops.com). Please note that rooming assignments have already been made. If you have any changes or cancellations, feel free to contact our office manager at [yearbooks@houstontpc.com](mailto:yearbooks@houstontpc.com). Additionally, the camp program has been posted at [www.yearbookworkshops.com](http://www.yearbookworkshops.com).

Get ready for a productive and enjoyable week! We'll see you in College Station on July 20, and please do not hesitate to call the office at 713-782-0700 if you have any questions before then.



**Registration is on  
Friday, July 20  
from 9 to 11 a.m.  
in Room 109 of  
the Commons**

- █ - All Vehicles Park in South Side Garage
- ➔ - BUSES ONLY  
Enter campus from Texas Ave onto New Main Dr.  
Turn left onto Bizzell. Unloading / Loading in  
bike lane of Bizzell south of Moshier Ln.

