

Instructions for Ordering WTM Packets

Please use these procedures to assure that you get packets on time and get enough packets.

1. Packets must be ordered one week prior to the event using the online order form. Registration deadlines are set for one week prior to the event so we need your order by noon that day so that Tracy can get the order filled and in our mail pick-up the next morning at 9:00 a.m.
2. The packets are #0020 (with slides) and #0020A (without slides) on the order form.
3. If you want SHIIP brochures with the local SHIIP sites listed and their phone numbers, please add to your order form.
4. Please order such that couples get one packet.
5. **Please order packets according to the number registered.** We will add 3-5 extra packets for late registrants depending on the number registered.
6. Please do not order packets before you know the number registered. We have a limited budget and extra packets sitting at your site unused are not a good use of our limited resources.
7. If you are holding more than one WTM seminar this year, please order packets for one seminar at a time. We may update materials before your next seminar and we want to assure you have the most recent version of materials.

Thank you for following these procedures.