



The Embroiderers' Guild of America, Inc. Mid-Atlantic Region

REQUEST FOR LOAN OF EDUCATIONAL VIDEOS

When borrowing any of the educational videos, please consider the following:

1. Be sure to give the pertinent information of the chapter member responsible for receipt and return of the video.
2. Send the **refundable deposit check (\$25) payable to MAR-EGA** and put the name of the requested video in the "memo" section of the check. This is due one month before the accepted date. The check will be returned to you when the material is returned in good condition.
3. The chapter is responsible for return postage.
4. The video should be returned insured for the amount of the deposit check. Be sure to keep a tracking number on file, until confirmation of the return of the materials to the Education Coordinator. Your chapter may be requested to send the video to the next chapter. Please return all materials within ten days of use.
5. The Education Coordinator will verify the request date. Scheduling of materials is on a first-come, first-served, basis. **Please include an e-mail address with your request for immediate verification of your date.**

CHAPTER REQUESTING VIDEO _____

CONTACT MEMBER _____

ADDRESS _____

CITY, STATE, ZIP+4 _____

PHONE _____ E-MAIL _____

REQUESTED VIDEO _____

REQUIRED DEPOSIT _____ (VIDEO: \$25)

REQUESTED DATE OF USE: _____

ALTERNATE DATE : _____

Send this completed for to the current MAR Education Coordinator.

The MAR Directory has current address and E-mail information.

This form is available on line at www.marega.org.