



IRON RANGE MAKERSPACE

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Chart & photos may be shared publicly. This page creates an agreement between you and IRM.

Event	
Coordinator	
Description (30-50 words)	
Audience	
Date, time	(cancelled on occasion, please check website)
Registration	
Bring	
Cost, member	\$ per person
Cost, non-member	\$ per person

Full name _____
 Address _____
 Phone _____
 Email _____

Who does what, when . . .
 Registration _____
 Minimum/maximum _____
 Handling payment _____
 Percentages _____% to IRM _____% to instructor

Materials-more about who does what, when . . .
 Coordinator _____
 IRM _____
 Preparation _____
 Clean up _____

Objective (why, what will be learned or result from this presentation) _____

Process (what will happen, how materials will be used, some details on the event) _____

Coordinator's signature: _____ Date: _____
 IRM signature: _____ Date: _____