

Registration Form

“Public Cemetery District

Annual Education Seminar & Area Meeting”

Friday, October 9 & Saturday, October 10, 2026

Name _____ Position _____

District _____

Address _____

City/State/Zip _____

Telephone _____

First time attendee at CAPC event, Yes ____ No ____

Guest _____

Please complete separate registration for each attendee and return with payment no later than September 18, 2026. Refunds will only be made on cancellations received in the CAPC office by September 18, 2026.

Member Registration Fee (For One Person): \$ 415.00

Includes:

- Friday Lunch (Plated)
(Special Need: ____ Vegetarian Lunch)
- Saturday Lunch (Plated)
(Special Need: ____ Vegetarian Lunch)

Friday, October 9, 2026

(Plated Lunch: Local Monterey Lettuces, Herb Crusted Roast Chicken, Garlic Mashed Potatoes, Grilled Vegetables & New York Cheesecake)

____ Guest Plated Lunch @ \$ 81.00 each \$ _____

*Special Need: ____ Vegetarian Lunch

Saturday, October 10, 2026

(Plated Lunch: Crisp Romaine Salad, Roasted Pork Tenderloin, Herb Roasted Potatoes, Rice Pilaf & Carrot Cake)

____ Guest Plated Lunch @ \$ 86.00 each \$ _____

*Special Need: ____ Vegetarian Lunch

Total Enclosed: \$ _____

Send completed registration and check to:

California Association of Public Cemeteries Phone: 951-925-1111
P.O. Box 119 Toll Free (CA): 888-344-9858
San Jacinto, CA 92581 Fax: 951-652-3643

No refunds for cancellations received after **September 18, 2026.**

Scholarship Applications to attend the seminar are being accepted from CAPC member districts until August 28, 2026. Contact CAPC.

Public is welcome with a paid registration.

California Association of Public Cemeteries

Annual Education Seminar & Area Meeting

Embassy Suites San Francisco Airport Waterfront, Burlingame, California

Education Seminar

Thursday, October 8, 2026

4:30-6:30 p.m. Registration

5:00-6:30 p.m. **Hotel’s Hospitality Reception**
Dinner on Your Own

Friday, October 9, 2026

6:30-9:30 a.m. Hotel Breakfast Buffet for Registered Guests

7:30 a.m. Meeting Registration

8:30 a.m. Welcome and Program Introduction

8:45 a.m. **Featured Cemetery:**

Saratoga Cemetery District, *Presented by:*
Steve Albright, General Manager

9:00 a.m. **Grounds Crew: Job Skills, Management, Safety & Equipment from the Ground Up,**
Presented by: Jake Dickman, GSRMA

10:30 a.m. Break

11:00 a.m. **Headstone Ownership & Liability,**
Presented by: Brian Hughes, Attorney,
Best Best & Krieger

Noon: Lunch

1:20 p.m. Donation Drawing

1:30 p.m. **Job Descriptions & Why They Matter,**
Presented by: Mark Velasquez, Attorney

3:00 p.m. **Adjourn**

3:30 p.m. CAPC Board of Directors Meeting

Dinner on Your Own

Area Meeting

Saturday, October 10, 2026

7:30-10:30 a.m. Hotel Breakfast Buffet for Registered Guests

7:30 a.m. Meeting Registration

8:30 a.m. Combined Group Session:

10:30 a.m. Break

11:00 a.m. **101 on Employee Handbooks,** *Presented by:*
Tooba Naveed, Labor & Employment
Associate Attorney, Best Best & Krieger

Noon: Lunch

1:20 p.m. Donation Drawing

1:30 p.m. **SB 827 Required Fiscal Responsibility & Training,** *Presented by:* Brian Hughes,
Attorney, Best Best & Krieger

3:30 p.m. Adjourn

Dinner on Your Own

Education Seminar

-Featured Cemetery: Saratoga Cemetery District

-Grounds Crew: Job Skills, Management, Safety & Equipment from the Ground Up:

Learn about how to improve our day-to-day grounds operations to protect yourselves, the District and the public.

-Headstone Ownership & Liability:

Dive into the confusing world of headstones covering preservation, liability, oversight & ownership.

-Job Descriptions & Why They Matter:

This presentation examines the purpose & value of the job description in today's workplace. Participants will learn how well-written job descriptions support effective hiring, performance management, employee development & legal compliance. The session will cover key components of a job description, common challenges, best practices for ensuring roles & responsibilities are clearly defined & aligned with business needs.

Area Meeting

-Problem Solving: Trustees, Managers/Secretaries Workshop:

Provides the opportunity to share information and ask questions about problems that are common to other districts. To ensure your problem will be addressed, you can submit your problem/question in advance.

-101 on Employee Handbooks:

Learn as an employee & as a manager why a robust employee handbook matters to an agency & the employees.

-SB 827 Required Fiscal Responsibility & Training:

Certification training for management & trustees pursuant to SB 827 covering what you need to know about your district's finances.

Ed/Area Meeting

LOCATION: The education seminar and area meeting will be held at the: **Embassy Suites San Francisco Airport Waterfront, Burlingame, CA.**

For hotel accommodations please click on the link below:

<https://www.hilton.com/en/attend-my-event/sfobges-cqm-7f5cf593-c14a-4fa3-ac1a-0d60f57c7702/>

Or you can call the hotel reservation phone number: **1-800-445-8667** and mention **Group Code: CQM**

- A special room rate of \$245.92 (Tax included) per night has been obtained for CAPC participants.
- Check in-time is 4:00 p.m.
- Check-out time is 12:00 p.m.
- Free High Speed Wireless Internet in meeting rooms & registered guest rooms.
- Parking is available for \$10.00 per night for overnight guests.
- Complimentary Airport Shuttle

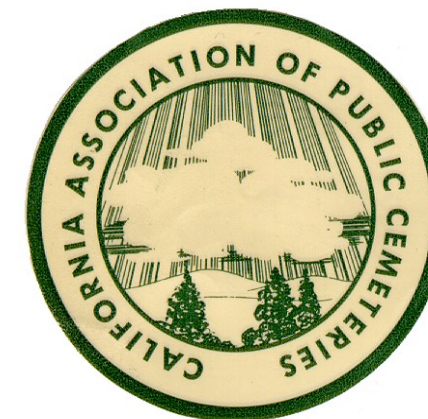


Make your hotel reservations today!

**Deadline for hotel reservations is
Thursday, September 17, 2026**

California Association of Public Cemeteries

Presents the
**CAPC
Annual
Education Seminar
Friday, October 9, 2026**



Area Meeting
Saturday, October 10, 2026

**Embassy Suites San Francisco
Airport Waterfront
150 Anza Blvd.
Burlingame, CA 94010**