

# REGISTRATION

## Chair and Co-Chair required

**Responsibilities:** Required to record all pre-convention ticket sales through the mail, online, and all sales at the convention. The end product is a seating chart for the Sat. Banquet

- Coordinate with Graphics Chair on date of availability of Registration forms  
And tickets
- See that all information is recorded in the Excel Spreadsheet from copies of Registration forms delivered to you by the Treasurer. A sample of the previous year's Excel format will be provided by the Committee Chair or Co-Chair. The spreadsheet entries should be recorded in postmark date order. (See detailed instructions about running the spreadsheet Alpha and by Table numbers and underlying formulas to count tickets by type of meal or activity). You will be called upon to give numbers in the fall meetings and immediately following the Convention.
- Have spread sheet up and running when registrations begin to come in
- Purchase badge holders and badges (about 500) and create a badge run from the computer spreadsheet. Badge should show first name and last initial.
- Arrange for 8 to 10 people to help stuff the correct tickets into envelopes with names and purchased tickets to be held for distribution at the Convention. Use the Excel spreadsheet to audit the envelopes
- Recruit people to help at Registration table. Try to find people who have experience and do not use newcomers. If the process is not carried out correctly there is great confusion with seating and tickets. Registration is THE customer service arm of the Convention.
- Chair and Co-Chair will be available to assist you at any time and any point in the process

**BUDGET:** \$450.00 (Badges, badge covers, ribbons (longtimers) office supplies)

**NOTE:** Excel Spreadsheet and Financial Ledgers shall be available to any Board member at any time.

June 2011