

Registration as discussed at ConRunners 4 – February 8, 2004

By Gary L. Swaty (As amended by input from Bob La Pierre and the Other Attendees)

Registration Necessities.

2-11-2003

- Database must be in standard format provided by organization
- Get Badge Art from Organization or create it. (Use Line Art)
- Implement Badge design and get it approved.
- Recruit Registration Crew well ahead of Event
- Obtain Pre-Registration Data from Organization.
- Look over Registration space and figure out your table set-up.
- Conduct a Training Session with Registration Crew several weeks out.
- Prepare Pre-Registration badges several weeks out from event (This can be done at the training session)
- Buy Batteries for Label Maker (8-double AAs).
- Buy Transparent Label Tape Appropriate for Label Maker (One-Half and three-quarter Inch)

Rates

- At door price as set
- Children 7-12 – One-Half Price with adult admission
- Children 6 and under Free with adult admission
- Staff Rate as set – Staff Member must have form signed by his Department Head
- Discounts with Appropriate Materials as specified by Chairman

Signs – Hang required signs as specified by Chairman and Organization

- Policies
- Rates
- Con Owns all Badges until end of Con
- Video images
- Identifying each station
- Etc. {Ask Organization about standard Pre-Fabricated signs}

Procedures

Cashier

- Receive Filled out Forms.
- Check for completeness and readability
- Assess Membership Charge.
- Receive Payment
- Pass Form to Badge Station

Badge

- Make Name Tape
- Apply to Numbered Badge
- Write Badge number on Form

- Paper clip Badge to Form
- Pass Form and Badge to Laminate Station

Laminate

- Laminate Badge
- Paper clip to form
- Pass Form and Laminated Badge to Distribute Station

Distribute

- Have person sign for badge
- Check Badge number on Form
- Distribute Badge
- Pass Form to Data Entry Station

Data Entry

- Receive Registration form from Distribute Station
- Carefully enter All Data in appropriate fields.
- Give Complete List Daily to Appropriate Committee Members (Banker and Hotel Liaison)
- Note any forms from the Pre-Registration Station must be entered into appropriate fields of the already existing pre-reg records. Do not create a new record for them.
- Turn data and reg forms over to Treasurer before leaving convention site on Sunday

Pre-Registration

- Check ID
- Collect additional information if our data is incomplete. Use Special Pre-Reg form attached to Badge or if no such form is provided Write Pre-Reg in large letters on top of Form
- Have person sign for Badge
- Distribute Badge
- Pass update form if any to data entry who will add data to existing pre-reg entry