REGISTRATION

ConRunners Meeting
8/11/00

<u>PRE-CON DUTIES</u>

➢ Maintain database of pre-registered members, both on computer and on paper.
➢ Obtain badge art.
➢ Print pre-reg badges using card stock or cover stock. Pre-number all badges, and use different colors to designate different types of memberships. Some suggested colors are:

> Security = Red (#1-20)
> Dealers Room Only = Green (start badge number with the letter "D")
> Temporary = Yellow
> Full (regular membership) = Parchment
> Press = White
> Under 12's = ? (different than full membership)
> Kid In Tow = Purple

➢ Make GoH badges of the lowest possible numbers (the main GoH should have badge #1).
➢ Print and laminate at least 400 numbered badges.
➢ Train your staff.

<u>AT-CON DUTIES</u>

➢ Program Participant badges should be given to Programming to hand out in the Green Room/Program Ops.
➢ Open one hour prior to the start of programming. Suggested hours are:

> Thursday 4pm – 9pm
> Friday 11:30am – 9:00pm
> Saturday 9am – 9pm
> Sunday 9am – 3pm

➢ Be polite, be accurate, and be efficient. Be organized enough to find pre-reg memberships without difficulty.
➢ Keep current with data entry in order to reconcile with Banker at occasional cash pick-ups.
➢ Give a copy of each day's data (and the list in total) to both the Banker and the Hotel Liaison.
➢ For after-hours Registration, take to Ops the pro-reg badges not yet picked up, registration forms, Temp badges, and a change fund.

<u>POST-CON DUTIES</u>

➢ Return database and equipment to the Keeper of the Database. The information needs to be in the correct format as the system requirements currently used.