

## **REGISTRATION 07-05-14**

- 1) RESPONSIBLE FOR WORKING WITH VOLUNTEER COORDINATOR SCHEDULING SUB-COMMITTEE MEMBERS TO MAN REGISTRATION AREA THROUGHOUT CONVENTION
- 2) ORGANIZES INFORMATION TO BE HANDED OUT (KID'S SCHEDULE, CAMPGROUND MAP & RULES, PROGRAM)
- 3) KEEPS A RECORD OF PRE-REGISTRATIONS
- 4) GIVES INFORMATION FROM REGISTRATION FORMS TO P.I., VOLUNTEER, PROGRAMS & SOUVENIRS CHAIRPERSONS
- 5) ESTABLISH SEPARATE CHECK-IN AREA FOR PRE-REGISTERED GUESTS, AND THOSE WHO NEED TO PAY
- 6) OBTAIN ALL MATERIALS & EQUIPMENT (INCLUDING LIGHTS) & HAVE REGISTRATION SET UP & FUNCTIONAL BY 8 AM FRIDAY THRU 7 PM SATURDAY ( REGISTRATION CLOSSES FRIDAY @10PM , REOPENS @ 8AM SAT.)
- 7) OBTAIN PRE-PRINTED CONFERENCE LOGO NAME BADGES
- 8) PROVIDE CHAIRPERSON WITH FOLLOWING INFO BY 7 PM ON SAT. NIGHT: NUMBER OF REGISTRATIONS, STATES IN ATTENDANCE & LONGEST DISTANCE RIDDEN
- 9) PROVIDE PROGRAM CHAIRPERSON WITH NAMES AND PHONES NUMBERS OF ALL PRE-REGISTRATIONS WHO HAVE INDICATED WILLINGNESS TO CHAIR AN ALKATHON MEETING
- 10) NOTIFY COMMITTEE OF ANY SPECIAL NEEDS REQUIREMENTS AS RECEIVED WITH PRE-REGISTRATIONS
- 11) PREPARE NAME BADGES WITH COMMITTEE RIBBONS FOR ALL COMMITTEE MEMBERS, VOLUNTEER RIBBONS FOR VOLUNTEERS AND SPEAKER RIBBONS FOR SPEAKERS
- 12) RECORD AND OBTAIN INFORMATION FOR THE "LONGEST DISTANCE RIDDEN" AWARD
- 13) PROVIDE VOL. COORDINATOR WITH PERSONS OFFERING TO VOLUNTEER
- 14) REQUIRES 2 YEARS OF CONTINUOUS SOBRIETY TIME OF BEING CLEAN AND SOBER
- 15) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 16) WORKS WITH PIG ROAST CHAIRPERSON TO COORDINATE NUMBER OF PERSONS WHO HAVE PAID FOR & WILL RECEIVE DINNERS
- 17) PURCHASES ITEMS NEEDED TO COMPLETE REGISTRATION PROCESS
- 18) HANDS "GIVE AWAY" OUT WITH REGISTRATION OF PERSONS
- 19) PROVIDES & APPLIES REGISTRANTS WITH APPROPRIATE COLORED WRISTBANDS DURING REGISTRATION PROCESS
- 20) PROVIDES ENVELOPES OF CASH RECEIVED TO TRESURER REPEATEDLY, AVOIDING EXCESS CASH BEING HELD AT REGISTRATION & MAINTAINS RECORD OF MONIES GIVEN TO TRESURSER
- 21) RETAINS AND BRINGS ALL REGISTRATIONS RECEIVED TO CONVENTION
- 22) BRINGS AT LEAST TWO COPIES OF CURRENT DATA BASE PRINT OUT TO CONVENTION & OBTAIN MISSING INFORMATION AS INDICATED WHEN PERSONS REGISTER
- 23) \*\*\*\*SEE ADDITIONAL COMMITTEE MEMBER DUTIES\*\*\*\*