

REGISTRATION

Usually the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service is key ingredients to successful registrations. Therefore, organisation and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although it's most intensive work is completed in the weeks just prior to and during the convention, its responsibilities begin with the advance planning.

This advance planning by the committee includes organising pre-registration which should be established at least 5/6 months prior to the convention date. This should also be co-ordinate with the arts and graphics and the website committee.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full committee, and the Convention Committee Treasurer on the procedures for handling registrations and money. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, whether it's online or at the registration desk, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund- raising activities, numbered cash receipts are used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund- raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorised to accept registration money should work out of one cash receipt book with three-part carbon copies.

The Registration Subcommittee conducts its activities within the scope of the budget authorised by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. It should detail all sales and state whether they are made in cash or cheque. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

As each pre-registration is received, a confirmation email is sent to the registrant. Most conventions only send confirmation for registrations that are received by the

announced cut off date. The Registration Subcommittee is responsible for preparing a complete registration packet.

The packets include:

A convention program

Name tag or badge

Tickets (banquet, brunch, etc.)

A suggested shift for a team to work is three hours on and three hours off.

One last note for Registration Subcommittee members: At times there will be a lot of responsibility and pressure on you. It is important that you look out for one another.

Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together