

REGISTRATION COMMITTEE

The Chairman and at least several members of this committee should be from assisting on a prior convention/conference. This is one of the most important convention committees as the registration booth serves as the nerve center of the convention.

Duties and responsibilities:

1. Accept and record advance registrations received by mail.
2. Account for funds received and submit to the Secretary/Treasurer.
3. Solicit material for and prepare registration packets.
4. Prepare name tags for all registrations. If name tags are also numbered, they may be used as numbers for door prizes.
5. Prepare envelopes for meal tickets and door prize tickets for each attendee.
6. Provide lists of registrations as requested. Some that may be requested are First Timers, Retirees, VIP or Special Guests, and a list of all registrations for the Credentials Committee.
7. Provide badge ribbons for the Chapter Officers, First Timers, Retirees, VIPs and any others designated by the Convention Chairman.
8. Provide complimentary registration packets and/or meal tickets ONLY to those people specifically authorized by the Chapter President.
9. Schedule committee members to staff the registration desk during hours prescribed by the Convention Chairman.
10. Hand out name badges, envelopes and goody bags as attendees arrive.
11. Accept walk-in registrations and prepare name tags as needed.
12. Sell additional meal tickets for guests and family members. Keep a record of the number sold for each meal function, as the Chairman will have to give the hotel a count at least 24 hours in advance of the meal.
13. Provide a message board for meeting notices, personal and official communications, and lost and found.
14. If possible, set up and maintain a system of record of room numbers of registered VIP's.