

**Registration Duties  
For a  
District Meeting**

1. Gather the current e-mail addresses for the President and Treasurer of each of the clubs in the district.
2. Create an Invitation Flyer and Registration Form for the event (see samples).
3. Finalize Registration materials with the full committee, including a timeline for sending them, and a deadline for clubs to register (about 2 weeks before the event).
4. About 2 1/2 to 3 months before the event, send out the Registration materials to the President and Treasurer of all clubs in the district; include a map/directions to the venue.

You may wish to request an acknowledgement of receipt of your e-mail in order to be sure that all have received it safely, following up on those who do not respond.

5. Two weeks before the deadline to register, send a reminder to all clubs that have not already registered.
6. Create a spreadsheet to enter the Registration information as it comes in, to include name, club, title, dietary, amount paid or guest, etc. (See samples).
7. Send all checks received to the District Treasurer.
8. After Registration is closed, provide the names of all registrants for the printing of Name Tags. Also provide registrants' dietary information for the printing of cards to be attached to their Name Tag. The cards are displayed at their place for the server.
9. Create a seating chart, assigning all registrants to tables. Speakers, club presidents, MGC guests, etc. are usually assigned to a particular table. Also, members of the same club are usually assigned to different tables to encourage getting to know others in the district. Request a list of hostesses to assign them, each to a table.
10. Decide on a policy of late requests for registration or diet.
11. Staff and manage the Registration tables. Name Tags are usually sorted by club and then by alpha. Report the number of no shows to the event Chair/Treas.