

Note: Based on Bunny's job descriptions, Registrar post is distinct from Registration Committee Chair/Registration Table Chair

Registrar Duties

- Develop Excel Spreadsheet to record data from conference registrations submitted
- Develop a master plan to show registration information to date by district and a plan for registration confirmation. Needs approval of Conference chair and State President.
- Shares the data with Conference Treasurer
- Work with other committees to provide confirmation notices
- Notify Protocol Chair as registrations received for State officers, past pres., DDs, speakers, VIPs, honorees, special seating needs
- Identify to Protocol Chair Pages for VIPs.
- Provide registration table chair with final Excel spreadsheet
- Prepare post-conference report for Conference Chair for reporting at the final event of the conference
- Send thank you notes to all committee members

Registrar Works With

- Conference Treasurer
- Registration Committee Chair
- Registration Table Chair
- Delegates Table Committee Chair
- Nametags & Bookmarks Committee Chair
- Protocol Chair
- Hospitality Committee Chair
- Table Favors Committee Chair
- Food Committee Chair
- Table Design Committee Chair
- Signage Committee Chair

Other Committees/Chairs needed

- Protocol Chair
- Registration Table Committee (at least 4 members needed)
- Bookmarks and Nametags Committee
- Hospitality Committee
- Table Favors Committee
- Food Committee
- Table Design Committee
- Signage Committee
- Staging/AV chair

REGISTRATION TABLE COMMITTEE

- Create registration envelopes
- Staff the registration table
- Work with all committees to gather info for envelopes
- Gather donated bags and items to create “Welcome to Conference” bags (work with Conference Chair to determine what will be included)
- Hand out Welcome bags at registration
- Direct Delegates to Delegates Table
- Refer day of conference registration requests to conference chair
- Staff Lost & Found
- Answer Qs re restroom, vendor and event locations
- Have procedures for 911 emergencies

REGISTRATION TABLE CHAIR

- Obtain “Registration Table” sign through Conference Signage Chair
- Provide Nametag& Bookmarks chair info to be printed on nametags
- Establish the hours the table will be open each day (consult with Conference chair)
- Answer correspondence
- Get attendee numbers for each day and a total number for both days as soon as registration is closed.
- Prepare preliminary credentials report of # of attendees for Conference Chair to be given at final event of conference
- Advise Conference Chair of announcements to be made at any conference event/activity
- Prepare full report of committee activities, what worked and did not work, number of conference attendees each day and provide to Conference Chair