

Registration Committee

Preparation

- a) Obtain online registrations from the Fiesta website.
- b) Obtain mail-in registrations from the Treasurer.
- c) Respond to Registration-related emails.
- d) Create complimentary registrations for Speakers, Service Providers (Tapers, Translators, etc.) and others as appropriate.
- e) Catalog T-shirt, mug and banquet pre-orders. Update T-shirt/mug Chair and Fiesta Chair, respectively.
- f) Catalog Service Volunteers and Special Needs Requests from pre registrations and update Volunteer/Service Chair.
- g) Print appropriate number of banquet tickets.
- h) Provide nametags for Attendees, Speakers, Service Providers and Guests.
- i) Prepare pre-registration packets for distribution, to include:
 1. Five free raffle tickets per pre-registered person
 2. Name Tags
 3. Banquet tickets, T-shirts and Mugs if purchased
- J) Obtain a Big Book for give-away and make it available for signing at the Fiesta Registration Desk.

At the Fiesta

- a) Oversee the Registration Desk (RD):
 1. Recruit and train volunteers on RD schedule, procedures and use of Square card reader.
 2. Provide device(s) for Square card reader(s).
- b) Registration Desk:
 1. Hand out pre-registration packets and programs
 2. Accept payment for on-site registrations (check, cash or plastic).
 - i. Sell Banquet tickets until exhausted.
 - ii. For T-shirt/Mug sales, refer customer to T-Shirt/Mug desk.
 - iii. Track number of on-site registrations for information purposes.
 3. Provide sign-up forms for next year's mailing list and provide collection box(es) for completed forms. On Sunday morning give the completed forms to the Meeting Chair for "free-next-year package-registration-drawing" and ensure that the winner is properly registered next year.
 4. Provide all supplies needed for the smooth operation of the registration desk, including hand written name tags with colored pens and stickers.
 5. Provide space for Big Book signing.
 6. Provide and manage a lost-and-found box.

7. Post the hotel's guest WIFI SSID and password.
- c) After the Fiesta
1. Enter the information from the completed mailing list sign-up forms into a spreadsheet. Include contact information from pre-registrations for those who want to be on next year's list.
 2. Write up an after-action report.