

Managing Registration

Checklist	Person Responsible	Deadline	Done
1. Prepare registration forms			
<ul style="list-style-type: none"> • design • include procedures for submissions of form and registration fee • include submission deadlines • make a final participant count • prepare select-a-session participants lists 			
2. Provide name tags			
<ul style="list-style-type: none"> • select a type • order them • number them • code them for sessions • write the names 			
3. Prepare registration materials for participants			
<ul style="list-style-type: none"> • folders • program outline • inserts • pens/pencils • evaluation • other 			
4. Arrange on-site registration			
<ul style="list-style-type: none"> • determine number of people needed to carry out registration • provide them with a schedule of the event • outline their responsibilities 			
5. Assemble materials needed at the registration desk			
<ul style="list-style-type: none"> • tape, felt pens, pins, scrap paper, extra name tags, scissors, stapler, etc. 			
6. Handle walk-in registrants			