

## Registration Committee

**Scope:** The Stevne Registrar collects payment from and tallies information about those who attend the Stevne, creates and/or assembles the various handouts which are disseminated to Stevne participants, supervises the registration desk, and prepares reports, as needed by the TLSSC and individual lags, related to Stevne registration.

### Responsibilities

- Creates the registration form which is used by all of the lags, including a version suitable for online posting (sample attached)
- Keeps records of Stevne registrations (names and contact information. Lag association(s), and events opted for (screen view attached)
- Serves as phone contact for those with registration questions.
- Collects payment from Stevne registrants through the mail in advance of the Stevne and at the registration table during the conference, balances collected funds against established registration fees, and forwards funds to the Treasurer along with a deposit report (sample attached)
- Prepares and/or assembles various registration materials: Some items are prepared by other committees and registration packet content varies from year to year but typically includes: folder, Stevne program, song sheets, coupons (if needed), site maps and tour information, Stevne evaluation forms, local area research handouts, chamber of commerce and tourism materials, Lag brochures, and note paper (selected samples attached)
- Prepares nametags for speakers and participants which are coded to identify the events that each participant is registered for (sample attached)
- Supervises the registration desk, hands out packets to those who have registered in advance, conducts on-site registration, answers questions, and gives last minute event counts to tour and banquet planners.
- Through various reports (during the registration process and at the conclusion of the Stevne) keeps the TLSSC and Lag Presidents aware of who has registered, what their lag affiliation is, *etc.* (samples attached)

### Signage

Event signage does not seem to fall logically under any of the existing committees and has partially been handled by the registration committee. Signs needed include:

- Welcoming banner over the registration desk
- Large Stevne calendar of events for the wall and sign for Genealogy classes and List of local resources
- Hotel Navigation Maps / Tour Maps for the wall
- List of Stevne Participants for the wall
- Arrow signs to answer frequently asked "where is?" questions
- Signage outside of each lecture room identifying Lecture Topic and Time