

REGISTRATION/MEALS

This committee is responsible for taking care of all aspects of registration of members/guests attending regional events. This includes registration of member/guests, meals and badges and packets for each person.

The registration area is the FRONT DOOR of the meeting. The reception that the attendees receive will create an important first impression of the meeting. The secret of successful registration is careful attention to detail.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. The Registration committee shall have a chairman and a minimum of five (5) members to allow for the necessary flexibility and coverage of assignments.
3. Secure meal prices from Conference Coordinator for each event.
4. Design and prepare Pre-Registration form for approval by president for inclusion in the *Pacific Waves* following the published schedule for Fall Training Meeting, Spring Planning Meeting and the Annual Conference.
 - a. Establish a deadline for pre-registration.
 - b. Send approval registration form to editor according to *Pacific Waves* published deadline.
5. Have extra registration forms at each meeting for on-site registrants.
6. Coordinate with Sierra Pacific Treasurer on method of depositing funds as pre-registrations are received. Insure deposits are made promptly.
7. Establish, in conjunction with Treasurer, a method of depositing funds received at Annual Conference.
8. Maintain master copy of all registrations for reference at meeting site. The following information is necessary:
 - a. Total number of ITC members who paid registration
 - b. Total number of guests who paid registration
 - c. Total number of ITC members paying for each meal function
 - d. Total number of guest paying for each meal function.
 - e. Total number of non-paying guests and members for each function. (Non-paying Guests and members is defined as complimentary meals for such persons as:
 - Judges for Speech Contest
 - Guest Speakers
 - Non-ITC Workshop Leaders
 - Board of Directors, Conference Coordinator
9. The region bylaws and standing rules specify which guests and members receive complimentary meals.

- a. The Regional President; Speech Contest Chairman; Program Education Chairman will provide a list of names receiving complimentary meals to Conference Coordinator.
 - b. The Conference Coordinator will provide you with a list of those persons.
10. Furnish Conference Coordinator as requested with a report on number of registrations received.
 11. The registration committee is also responsible for the name badges given to each registrant for identification.
 - a. Design appropriate badge with logo and necessary space for name, club name and council number and other pertinent information. Credentials committee will require space to designate Delegate on badge for Annual Conference. A red delegate ribbon can be used and is easy to see from the head table.
 - b. Determine cost of materials required to produce badges and stay within the allocated budget.
 - c. Type required information on badges for all pre-registered attendees.
 - d. A typewriter/computer should be available on-site to fill out badges for on-site registrants.
 12. At the Annual Conference, ribbons designating various functions can be purchased from a ribbon shop. **The region president will need to approve ribbon expense.** Categories for ribbons are: ITC Official Visitor, Region Board, Delegates, Region Committee Chairmen, Conference Coordinator, Co-Conference Coordinator, Conference Committee Chairmen, Past-Region Presidents, Council Presidents and Life Members.
 13. Determine cost of printing meal tickets staying within allocated budget using different colors to denote meal selection. Each ticket should be labeled with meal selection, date and event.
 14. Prepare envelopes for meal tickets or put behind the name badge.
 15. Registration Packets
Insure that each packet contains the following items depending upon availability of free items:
 - a. Schedule of each event (on a single sheet of paper for Fall and Spring meeting).
 - b. The Annual Conference program booklet should contain a Conference-at-a-Glance page of events.
 - c. Writing paper, pencils, pens, keychains, etc.
 16. Establish schedule to insure registration area is adequately staffed at all times it is to be open for business as published in the meeting schedule.
 17. At time of registration, it is suggested that a system be set up where every registrant should sign or initial for registration packets.
 18. The member(s) staffing the registration table should know at all times the location of the chairman and conference coordinator.

19. Be available in banquet room area at least 30 minutes prior to opening of each meal function to handle any last minute changes.
20. Advise Conference Coordinator of number of meal tickets issued for each meal function according to schedule established by hotel.
21. The Meals/Registration Chairman will give a report at the opening ceremony. This report will contain general information to all members as to procedures of registering and hours of operation.
22. A final report of total number of registrants and total number of persons at each meal function will be given at the closing business session. See example below.

FINAL REPORTS

Meals & Registration:

	Members	Non-Members
Registration:		
Friday Dinner	-----	-----
Saturday Lunch	-----	-----
Saturday Dinner	-----	-----
Sunday Breakfast	-----	-----

ITC, Sierra Pacific Region Annual Conference

Date _____

Address _____

City, State _____

Registration and Meal Reservation Form

Name: _____ Phone () _____

Address: _____ City: _____ State: _____ Zip: _____

Club: _____ Council: _____ Region: _____

Registration Deadline: May 10, 200_ Cancellation Deadline: May 17, 200_

- 1. Member Registration \$30 \$ _____
- 2. Late/On Site registration \$45 \$ _____
- 3. Friday Night Dinner \$30 \$ _____
 - Lemon & herb Chicken Breast
 - Cheese Tortelli
- 4. Saturday Luncheon \$20 \$ _____
 - Classic Chicken Caesar
 - Grilled Vegetables & Crispy
 - Gorgonzola Polenta
- 5. Saturday Dinner \$40 \$ _____
 - Prime Rib of Beef
 - Baked Halibut
 - Wild Mushroom Risotto (Veg)
- 6. Sunday Breakfast Buffet \$20 \$ _____
- 7. Guest Registration: Name _____
 - a. Attending Training Sessions \$30 \$ _____
 - b. Attending Meal Function (Circle Choice) 3 4 5 6 \$ _____

TOTAL ENCLOSED \$ _____

Make checks payable to "Sierra Pacific Region", and mail check and registration form to:

Meals Registration, Chairman
address
City, State _____
Phone (916)
Email:

Controller's Use Only
Date Received _____
Total Received _____
Registration # _____
Cash _____
Check # _____

Please indicate any of the following that apply:

- ITC Officer
- Region Officer
- Past Region Supervisor/President
- Life Member
- Council President (Current)
- First Timer to Conference
- Region Standing Committee Chairman
- Region Special Committee Chairman
- Region Conference Committee Chairman
- Council President
- Club Delegate