

Registration Checklist

REGISTRATION MATERIALS AND PROCEDURES

- Design registration form complete with all data needed.
 - Provide exact dates of meeting.
 - Provide location and address of meeting facility
 - Provide details on all registration fees
 - Provide information regarding cancellation policy,
 - Provide information about early registration discount
 - Provide exhibitor, member fee, guest fee, special events fees

Registration Information

The registration should provide participants specific information.

Ask for attendee contact information

Ask for attendee's company affiliation and title

Ask the name to put on name badge i.e. nickname when preferred

Ask for an emergency contact person.

Ask about their member status

Ask information about companion, guest or spouse.

Ask about ADA requirements for attendees.

Provide the list of hotels with rates.

Ask if attendee if they prefer a suite, single, double, smoking, nonsmoking room, or need ADA accessible room.

Ask for their Arrival and departure dates

List sightseeing tours and provide the fee for the events

List pre- and post-meeting dates that can be booked at the hotel at the group rate.

Provide seminars information with registration fees

Provide information on special activities such as golf, tennis, tours and provide the fee for the events

Provide address where completed form should be returned to and the date that it should be received

Provide phone number, fax numbers, address and email address.

Provide information on how to make payment. Provide information on credit cards that are accepted. Ask for the card holder name and the expiration date and billing address.

The REGISTRATION AREA CHECKLIST

Determine if the registration area has enough space for registration counter and equipment

Check to see if the registration area is located in a major traffic area for other hotel guests and determine if this will interfere with your registration activities

Can registration setup remain in the same location for the duration of meeting. If not ask for another location. Ask for the registration area to be put on a 24 hour hold

Determine if there is adequate space for registration lines to form at peak hours

Check to make sure rest rooms are located near the registration area.

Check the lighting and ventilation in registration area and determine if it is adequate.

Determine if signage can be placed in registration area and is the location visible to attendees

Determine if the registration area meet ADA requirements

Determine if the electrical outlets are adequate for computers and other electronic equipment

Determine if adequate telephone jacks are available in registration area

Check to see if there is a secure storage area nearby for registration materials. Put the storage area on a 24 hour hold

The meeting office space should be placed on a 24 hour hold

ON-SITE REGISTRATION

Familiarize registration personnel and volunteers, with registration materials, handouts and procedures.

Provide a list of VIPs, speakers and media to registration desk personnel.

Designate registration supervisors to be in charge of registration.

Place signage in a place that is visible.

Provide updated pre-registration list to each employee.

Provide each registration employee with a complete list of seminars and optional activities.

Check the computers, printers, fax and badge machines are functioning properly.

Provide cash deposit boxes, credit card machines and calculators.

Alphabetize or code attendee packets for easy access.

Bring adequate office supplies such as tape, pens, telephone message pads, badge holders, paper clips, notepads, etc.

Provide a sign-up sheets for functions, events, and banquet and have a banquet seating chart.

Have function and event tickets ready to sell.