



Pi State CONVENTION Registrar Procedures & Responsibilities

The Registrar is from the host Area and maintains registration information for the State Meeting. Hotel arrangements are made individually by registrants who plan to stay overnight. All arrangements for meeting rooms and other details will be prepared by the Pi State Executive Secretary at the discretion of the Pi State Executive Committee.

As Registrar, you will be asked to say how many are in attendance at the microphone during the Executive Board Business Meeting on Saturday at the appropriate time on the Agenda.

1. Look over the Registration Form to be familiar with information asked.
2. Set up a 3-ring binder to keep registration forms in alphabetical order for easy reference with tabs. Use post-its on forms for questions and remove when answered.
3. Record check #, amount and date received on each registration form. Checks will be payable to DKG Pi State.
4. Carefully check each person's registration form to be sure that the amount paid matches the items checked on the registration form. Highlight on the registration form any missing or inaccurate items.
5. Within 48 hours of receipt, if registration form is incomplete or check total is inaccurate, contact member by email if available or phone.
6. Send an email confirmation of receipt of registration form, amount paid, meal choices and any food allergies.
7. Create an Excel spreadsheet for the registration with the following columns:
 - A = Chapter
 - B = Last name
 - C = First name and title if any (nickname)
 - D = Chapter position
 - E = Street address
 - F = City
 - G = Zip code
 - H = Phone number (*best number to be reached*)
 - I = Email address
 - J = Amount paid and check # - move check number to its own space
 - K, L, M, N, etc. = Meal Choices – separate column for each choice and for food allergies
8. Keep a separate registration or spreadsheet if there is a Membership or Special Seminar that members need to register. Email as attachment to Chair of Seminar two weeks in advance of the meeting and any updates prior to the meeting. Record full name, email, phone and Chapter position.
9. Mail checks with completed *Audit Committee Funds Submission Form* bi-weekly (*every two weeks*) to CONVENTION Treasurer.
10. Email as attachment the dated spreadsheet weekly starting about three weeks prior to the meeting and the day before the Meeting to the State President, State Executive Secretary, State Treasurer and State Editor.
11. Provide the totals for each meal to State Executive Secretary on designated date. Inform State Executive Secretary of any additions after this date and during the registration times at the meeting.

12. Prior to the meeting, you will receive a list of invited State and/or International Speaker(s) and guest(s), indicating what expenses are covered by the State. The invited International and State Speaker does not pay for registration or meals. List these on your spreadsheet with meal choices and note no cost.
13. List registrant guests and their meal choices on spreadsheet. Guests of registrants, if DKG members or non-members who will be attending the conference, must pay registration fee as well as specified amounts for each meal attending that are not included in registration fee. Guests, such as spouses who will not be attending the conference, just need to pay for any meals for which they sign up. The invited State Speakers do not pay for registration or meals.
14. In advance make sure you have sufficient name holders. If needed order more. Create name tags for the meeting for each registrant. Print extra name tags to have for those registering during the Meeting. Include the meal tickets in name tag holder. Print the name tags ahead. Print the meal tickets ahead. Then on the day of the conference bring together a team of volunteers for 2-3 hours prior to Registration opening. This can start around 10 AM or later. The goals for this team are:
 - Put together the folders for the conference – folders and inserts will be provided to you
 - Put together name tags, meal tickets, food allergy tickets. It is helpful if each meal has a different ticket color and the allergy ticket is also a different color
 - Organize badges alphabetically and put in a container (The blue container that stores the badges works well for about 100+ badges.)
 If attendance at special Seminar is indicated, place a sticker on front of name tag holder.
15. Bring to the Meeting:
 - Spreadsheet – 2 copies
 - Binder of registration forms
 - Box of envelopes in which registration forms were mailed
 - Box of name tags with meal choices and extra blank name tags
 - Extra copies of the registration form
16. The Registration Table:
 - A registration table will be provided by the hotel.
 - Set up the table with participant folders, name tags holders in alphabetical order, hand-outs, candy, your notebook, etc. at least ½ hour prior to opening registration.
 - Schedule members to assist you at the registration table during the open registration times at the meeting.
 - Make sure someone is at the Registration throughout the registration times. The table is the "go to" location for questions by members and sometimes by the hotel staff.
 - A registration folder will be provided for each registrant.
 - You and your assistants will give the folder, name tag with meal choices to each registrant. Please have the registrant check to make sure they are receiving the meal choices they checked on their registration forms.
 - Write name tags for those registering during the Meeting.
 - The Executive Secretary will provide chocolates and/or fruit for registrants on the registration table.
 - Area Councils or local Chapters may distribute advertising materials or donated items from their areas.
 - Assistants will be needed to sit at the sign-in table before the Executive Board Meeting on Saturday morning. Sign-in sheets will be provided by the State Executive Secretary.

17. Record cash and checks received on the *Audit Committee Funds Submission Form* and give to CONVENTION Treasurer. Add names to spreadsheet of those registering during the meeting. Have them complete a registration form.
18. Report the attendance numbers of members and guests at the microphone during the Executive Board Business meeting on Saturday at the appropriate time on the Agenda.
19. Plan to stay after the meeting to settle the hotel bills with State Executive Secretary and CONVENTION Treasurer. (Note: You will be informed if this is done after the meeting.)
20. Keep registrations for 2 months after the meeting. Expect some requests from attendees for copies of their registration form so they can submit it to their Chapter Treasurer for reimbursement. After 2 months shred the registration forms.

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