CONFERENCE REGISTRATION AND INFO BOOTH

The Conference Information and Registration Booth should be placed in a prominent area hopefully just outside the trade show/general meeting room. It is really up to the host facility as to the hours of operation. Typically it opens for the first time the Saturday evening before the conference begins. In Cincinnati we had it staffed by our “green team” volunteers along with a couple of AZFA members as well as myself. In El Paso it was staffed by Jennifer Birdseye, who at the time worked for TJP Engineering and me. Although it was nice to actually meet everyone that registered I think we need to have someone from the host facility as well to answer questions regarding their city, restaurants etc. The hours of operation for registration are totally up to the host facility. If you are able to recruit good volunteers or staff members it will take quite a burden off of you. Folks from the Conference Committee working a couple of hour shifts would be a nice addition since most have either hosted or attended enough conferences to be really helpful. In Cincinnati we actually used a rather large coatroom at the hotel located just outside the trade show/general meeting room for the registration. This was nice because it could be locked up each evening. In El Paso there was a beautiful stand alone lf booth. There are many things needed at the booth/area. You will need;

* The bags/back packs and other goodies needed for registration. All this should be there when you begin so folks don’t have to come back for shirts etc. Also, this will give you better control of whom has gotten what in the registration process
* Shirts if you decide to have them
* Name badges and lanyards with **many blank ones as well and a few black sharpies**. There are always last minute folks as well as mistakes made
* Many extra agendas
* Business meeting minutes to be distributed for the business meeting the first day of the conference
* Multiple alphabetical lists of attendees, vendors and sponsors to check off as they arrive
* Signup sheets for breakout sessions that have a limited amount of space (OSHA training, forklift certification, etc)
* Credit card machine and someone that understands how to operate it for those last minute folks (yes, there will be some)
* Start up cash as some people still use it
* Calculator
* Plethora of pens, paper clips, scissors, tape, rubber bands, extension cords
* A designated person in charge each shift, a “go to” person
* “Agenda at a glance” daily signs to show what and where things are happening each day. This should go on an easel
* Photo contest entries and a box/basket to place them in
* One 6 or 8 foot draped and skirted table to display the photo board
* A secure area to store silent auction items
* Silent auction item description sheets and bid sheets. These can be obtained from our Treasurer, Mike Patera