



REGISTRATION CHAIR JOB DESCRIPTION

Position Summary:

Registration Chair is responsible for coordinating with Sponsorship and VIP Chairs to ensure all appropriate persons are registered. Also, Chair works with community members to register themselves for Event.

Accountable to:

CnC Event Chair

Responsibilities:

- Coordinate with Sponsorship and VIP Chairs to ensure all appropriate persons are registered
- Manage and set up registrations that come in for Event
- Have registration program/software open and ready for online registration
- Coordinate with Marketing Chair to email out reminders and update any social medias about registration and when it does open up.
- Have registration forms made up to be available to print, email etc.
- Update excel spreadsheet of master list of all new registrations coming in.
- Continuously watch and update master list, watching for meeting capacity level of event. If at max capacity (FABULOUS) turn off online registration.
- Email registered guests Event Schedule
- Complete master list, including spreadsheet of shirt size of guests
- Compile name tags from master list
- Arrive early to set up registration tables. Items to be on tables as follows:
 - Master list where guests will be checked in and ID will be checked
 - Name Tags alphabetically for easy find
 - Gift Bags and shirts
 - Any leftover gift bag items that have not been placed in bags
 - Either wristband or ticket to get guest into even
- Attend majority of Committee Planning Meetings.
 - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements at Meetings or other functions, as needed
- Attend Local CnC Events
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)

Revised 11/2014