



SouthEast SAS®
Users Group 2008
St. Pete Beach, Florida
October 19-22, 2008

Registration Checklist

Note: These are general guidelines. The Registrars may provide specific instructions.

- ✓ Please arrive 10 minutes before your assigned time so that you can see the process of registration. Registration volunteers normally work 2 hour shifts.
- ✓ Ask if there are any special instructions?
- ✓ Make sure you know / confirm
 - ✓ Where the Registrars will be located if there are any problems.
 - ✓ What each registrant receives.
 - ✓ What a guest receives.
 - ✓ Where additional registration materials stored.
 - ✓ Where the Information Desk is located.
- ✓ Are there any registrants with special circumstances that you need to be aware of before the registrant arrives?
- ✓ Transfer your knowledge to the next registration desk volunteer.
- ✓ If you are helping set up/tear down registration each day, ask where things are to be set out and/or stored.

Registration Check-In Table

- ✓ Check off registrants and guests.
 - ✓ Give each registrant their registration envelope.
 - ✓ Inform registrants that their badge, tickets, and business cards are in their registration envelope.
 - ✓ Inform section chairs, speakers, volunteers, etc. that their ribbons are in their registration envelope.
 - ✓ Direct registrants to the “Bag and T-shirt” distribution table.
- ✓ Keep track on the registration check lists of anyone who is replacing another registrant.
- ✓ If someone has not registered and wishes to, direct the individual to one of the Registrars.

Registration Bag and T-shirt Distribution Table

- ✓ Registrants need to check in at the Registration Table before receiving their bag and t-shirt.
- ✓ Distribute SESUG '08 bags.
- ✓ Ask what size t-shirt the registrant would like. Remember that Guest registrants do not receive bags or t-shirts.
- ✓ Replenish bags and t-shirts as needed.

Thank you for your contribution to the success of SESUG 2008!