**REGISTRATION TABLE SETUP INSTRUCTIONS**

**QUICK REFERENCE**

* TEAM: Yellow
* SETUP TIME: Friday AM before attendees arrive
* LOCATION: Welcome and Greeting Area
* ENERGY: Warm and friendly

**MATERIALS**

* Tablecloth
* Black Sharpies
* Pens
* Money bag
* Name tags for WATC
	+ Write three name tags in ALL CAPS, using the preferred name, for each Attendee (red)
	+ Write three name tags in ALL CAPS, using the preferred name, for each Staff (blue)
* Ear plugs
* Quart sized Ziploc bags for phones
* Container to hold phones
* Registration Spreadsheet (provided by Event Coordinator)
* Extra Attendee Agreements (provided by Event Coordinator)

**REGISTRATION PROCESS**

The Registration Coordinator will join the Yellow Team during check-in to facilitate Attendee registration. The greeting and check-in process is one of the first opportunities to continue building safety for the attendees. Team roles are as follows:

* Orange Team greets the women at their vehicles when they first arrive and directs them to the registration area.
* After the registration table, Blue Team escorts the Attendee to her room to briefly get settled. They will tell them that when they are ready they should come back to the welcome area/hall with their notebook, pen, water bottle, and anything they will need for the evening. They will not return to their room until bedtime.
* Green Team mingles with Attendees in the welcome area after they have settled into their rooms.

**Registration Table**

* Check the Attendee's name on the spreadsheet when they arrive and confirm that information is correct, especially the emergency contact information.
* If they have not paid, collect the amount indicated on the spreadsheet.
* Give Attendees their name tags; let them know the name tags are for each day of the weekend.
* Collect the signed Attendee Agreements or have them complete a new one.
* Collect any time-telling devices or electronic items and put them in a ziploc bag; label with their name. If any issues arise, contact the Weekend Leader.
* Direct the Attendee to one of the Blue Team luggage handlers.