Contestant Registration Process

Advance Preparation for Registration

- List the Registration Chair as the contact person for pre-registration on the contest flyer. Include their name, address, phone number, and e-mail address on the flyer.
- Prepare registration sign-in sheets—or use the Registration tab on the Contest Manager. List names of committee and pre-registered members in alphabetical order, and note amount paid.
- Have blank sign-in sheets for on-site registration.
- It is helpful to include columns on the sheet to indicate:
  - Paid by check
  - Paid by cash
  - Amount paid
  This helps with reconciliation following the contest

Bring the following items:

- Pens/markers
- Name tags
- Money box to store checks and cash
- Money to make change
- Highlighters to mark protocol list
- Copy of current District One Protocol list (download this from district1toastmasters.org before the contest)
- Miscellaneous items:
  - Calculator
  - Stapler
  - Tape
  - Paper clips
  - Rubber bands
  - Envelopes
- For reconciliation:
  - Reconciliation sheets (2)
  - Reimbursement forms (5)
Contestant Registration Process

Arrive early to set up registration table

- Arrange to have registration table at a location which is easily accessible and visible to incoming members
- Three members should be assigned to perform the registration function, plus a fourth person to serve as Protocol Officer.
- Registration team set out sign in sheets, pens, name tags and programs at registration table.  o Keep money box and change in a secure but convenient location

Registration Team:

- Three registrars oversee the guest registration
  - Collect the money/checks, make change, and have guests sign registration sheet.
  - Checks to be payable to: DISTRICT 1 TOASTMASTERS.
  - Hand out name tags
  - Remain at registration table until contest begins.
  - Watch for latecomers and register them as well.
- The Protocol Officer completes the protocol list as dignitaries arrive.  o He/she highlights the names of all dignitaries as they arrive to register.  o He/she gives the highlighted protocol list to the AD/DivD/Chairman at the start of the contest
- Following the completion of registration, the registration person does the following:
  - Counts and totals the cash and checks
    - Gives the money and checks, along with the registration forms to the Division Treasurer, or other designated person
    - The Division Treasurer will reconcile the contest income and expenses according to standard District One procedure.

Handouts:

- Sample budget
- Contest reconciliation form
- Instructions for competing Reconciliation form
- Pre-authorization request for Reimbursement
- Registration process guidelines