



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 paidThis 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.
 - 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. ◦ He/she highlights the names of all dignitaries as they arrive to register. ◦ 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