

## **C8 REGISTRATION**

### **BEFORE THE FESTIVAL:**

- Prepare 3 clipboards to take to festival.
- Prepare sign-in sheets for coaches. Include school name, coach's name, coach's festival job, where they can be found during the festival.
- Prepare sign-up sheets for parent volunteers.
- Get fat black Sharpies markers (write on anything)
- Get name tags (unless host school is providing them)
- Get scratch paper, pens, other supplies needed

### **AT THE FESTIVAL:**

Set up registration table, with DTASC's Registration sign.

The registration table needs:

- Name tags
- Markers
- Coaches' sign-in sheets
- Program bundles (alphabetized)
- Space or box for collecting codes of conduct etc.
- Paper clips
- Ballpoint pens
- Scratch paper
- Other supplies?
- A copy of the school codes list (in possession of one DTASC member at the table)
- Anything that needs to be handed out first thing
- Location of nearest restrooms

### **AS SCHOOLS START ARRIVING:**

#### **Coach**

- signs in at registration & writes his/her job for the day
- turns in student Codes of Conduct, Teacher Code, and scripts for his/her school
- gets name tags for school
- picks up programs for his/her school

#### **Registrar**

- collects Codes of Conduct & scripts & Teacher Code
- makes sure school name is on them or writes it on
- checks off coach's name on sign-in list when Codes & scripts are in
- checks that coach has signed for a job and said where he/she can be found
- hands out name tags envelope
- finds programs for that school. CAUTION: DO NOT GIVE PROGRAMS TO STUDENTS. THEY ARE TO RECEIVE THEM FROM THEIR COACHES.
- provides any necessary information for starting the day
- provides programs to host school personnel if requested
- sells extra programs for \$1 each
- returns leftover programs to president or host

When all schools are accounted for and have their programs, the registrar's job is finished.