

REGISTRATION COMMITTEE

1. Request a budget allotment from the president.
2. Secure program details from the vice presidents.
3. Obtain the room assignments from the LTLA/hotel liaison person.
4. Prepare tickets for workshops, book discussions, the banquet, the tour lunch, etc., as needed (according to the vice president's program). Number the backs of the banquet and tour tickets consecutively. (2/18/2000)
5. Make arrangements with the LTLA/hotel liaison person for tables and an area for registration on Thursday night, Friday, and Saturday morning. If all members have registered by Friday, there is no need to set up registration on Saturday. (2/18/2000)
6. Prepare banquet tickets. Number the backs consecutively.
7. Secure name tags to be used by delegates and librarians. Designate the voting delegate badges with tape, ribbon, stars, or a stamp. Purchase pins for the name tags. Number the name tags consecutively on the backs for the giveaway drawing.
8. Collect the registration fee: \$15.00 per club plus \$1 per delegate, sponsor, chaperone. The form will be mailed to all clubs by the executive secretary. (11/6/99)
9. Remember:
 - a. Only current Library/Media Club members may attend the convention. A list from the treasurer should be requested.
 - b. Each Library/Media Club may send seven delegates to the convention. Not included in the seven delegates are officers, committee chairmen, people appearing on the program, and candidates.
 - c. The candidate cannot be a voting delegate.
 - d. Alert the Student Relations Committee chairman of any irregularities, especially a sponsor not listed in the membership roster
10. Collect the fees for the banquet and tour lunch tickets. The form will be mailed to all clubs by the Executive Secretary. (11/6/99)
11. Collect registration forms in a notebook, with the forms arranged in alphabetical order by school name. (11/6/99)
12. Make a copy of the registration form to submit to the treasurer. (4/28/01)
13. Purchase large letter size envelopes. Label the outside with the school's name and all pertinent information concerning the tickets included. Tell how the voting delegate tag is designated.
14. Stuff the envelopes with the necessary tickets and receipts: name tags, workshop tickets, book discussion tickets, banquet tickets, tour lunch tickets, etc. Give the same number of name tags and banquet tickets. Eliminate the librarian in the count for other tickets. Be sure that the members of the same club attend different workshops and book discussions. (11/6/99)
15. Make the color coordinated signs for the book discussions and workshops. Deliver these to the second vice president on Thursday night of the convention. (2/14/03)

16. Make a record of all transactions for your information. Be sure to include the name of the school, the tickets purchased and their numbers, the check number and the amount.
17. Place the envelopes in alphabetical order in a box for easy distribution.
18. Plan to set up in the registration area on Thursday night to register any clubs arriving on Thursday. Unless the programs are there on Thursday night, those clubs registering on Thursday will have to return on Friday morning for their programs. (2/18/2000)
19. Do not plan to attend the tours.
20. Man the registration desk by 8:30 Friday morning and deliver all packets to attending schools. Have extra tickets and name tags for clubs that did not pre-register or that have additional members attending. **(There is no refund for people who could not attend. It is suggested that librarians trade tickets.)**
21. Inform the treasurer of the number of clubs attending for the check to the LLA Scholarship Fund. Submit a check request form. (2/13/98)
22. Submit the registration form fees to the treasurer before the convention. Keep the forms to present to the treasurer after registration is complete. (11/6/99)
23. Collect banquet and tour lunch tickets at the door. (2/18/2000)
24. Attend all executive board meetings and make copies of your report: one for the president, one for the secretary, one for the reporter, one for the Student Relations Committee chairman, one for the executive secretary/liaison, and one for your records. (3/5/99)
25. Present any bills to the president at the Friday morning executive board meeting at the convention. Remember to attach a completed voucher form to each bill.
26. Bring a copy of the original registration form for each club as a backup for your records.

Revised February 14, 2003

SAMPLE REPORT

I have enjoyed serving as your LTLA Registration Committee chairperson.

_____ clubs preregistered for a total of _____ students preregistered and \$_____ collected. _____ clubs registered late, here at the convention, making a total of _____ clubs and _____ students registered and \$_____ collected. _____ banquet tickets were sold in advance for a total of \$_____. _____ banquet tickets were sold at the convention, making a total of _____ tickets sold and \$_____ collected. _____ tour lunch tickets were sold for a total of \$_____. \$_____ in social fees was collected from _____ clubs. \$_____ in tour fees was collection from _____ clubs. The money for all fees has been submitted to the treasurer.

I made envelopes with receipts, name tags, banquet tickets, workshop tickets, book discussion tickets, and tour lunch tickets. The registration table was set up on Thursday night and this morning.

Expenses were \$_____ for printing tickets and \$_____ for paper, for a total of \$_____.

Respectfully submitted,

Chairman

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