

RRCNA Registration Subcommittee Final Report

Running the registration subcommittee is a big job that continues to pick up steam as the convention progresses. It seems as if there is not a lot to do in the beginning. This would be a good time to try and get ahead of the game. Plan your meetings, gather your committee members and brainstorm as much as possible so that all of the little stuff is out of the way. It is also very important to be open and honest with the other members of the convention committee about where you are at with your planning, what you are behind on and what you have under control. A good subcommittee will make all of the difference

You will be a big part of every event. You will not be able to participate in any of the events. This is where a helpful subcommittee comes in. You guys can take turns manning the booth at each event so that no one is stuck at the table the whole time. Make sure you have plenty of flyers and registration forms. Bring pens and your spreadsheets so you can keep up with the numbers and info as you go. Remember-It is very beneficial to stay ahead of the game

I also think it is helpful to plan your goodie bag items as soon as you know what the logo is. Some things take longer to ship than others and you don't want to have to go without. We ordered 300 of everything and that was more than enough. Once you have everything you can ask the fellowship to come together and have a packing party. We did this and had all of it done in less than 2 hours. I did have to add an item that was shipped late on my own but it was so nice to have everything else done. It is one less thing you have to worry about at the event

At the actual convention you will be very busy. Make sure you have people who are willing to help at the booth and that you schedule yourself breaks for the speakers and the nightly events. I forgot to do this and was stuck at the table the whole time. You will need more than yourself to keep it running smoothly. I had one other person helping me and it went fine but a third person would have been helpful during rushes. Make sure you exchange money to the treasurer often. You do not want a ton of money in your box. Make sure you have an extra place for the newcomer fund. I forgot to do this and then had to go through all of the forms and separate the money. I ordered wristbands for the convention that told others who had bought a day pass and who had paid in full. It was helpful to the people running all of the side events.

Make sure you return everything to the storage locker at the end. I still have on bin that needs to be returned and the empty money box.

RRCNA 29 registration totals

Registered before Convention

Full registrations-107

Saturday Day Pass-1

Banquets-38

Registered at Convention

Full Registrations-61

Friday Day Pass-10

Saturday Day Pass-53

Banquets-22

Pre-registrations for RRCNA 30-13