

DISTRICT ONE TOASTMASTERS

Contest 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 www.tmdistrictone.org before the contest)
 - Miscellaneous items:
 - Calculator
 - Stapler
 - Tape
 - Paper clips
 - Rubber bands
 - Envelopes
 - For reconciliation:
 - Reconciliation sheets (2)
 - Reimbursement forms (5)
- **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: DIVISION ___ TOASTMASTERS.**
 - For all Area and Division Contests, the checks are made payable to the *Division* in which the contest is held
 - 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 AG/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

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