

STATE FALL LEADERSHIP CONFERENCE

Advisors Registration Instructions

1. Review contents of packet for completeness. Each school packet should contain the following:
 - A. A pre-printed name badge for each participant,
 - B. A badge holder for each name badge,
 - C. A printout of pre-registered advisors & students in color chapters.
2. Please review the nametags and printout for required changes.
 - A. Check name badges for spelling or division corrections and note any corrections on the change sheet. Present nametags to be corrected to the registration personnel. They will provide new nametags with the corrected information.
 - B. List any participants to be substituted for those who were pre-registered but will not be attending on the change sheet. Present nametags to be substituted to the registration personnel. They will provide new nametags with the corrected information. Since chapters or schools must pay for the number of persons pre-registered on September 25, 2014 you may substitute another person for the ones on the registration list who are not attending. (We are required to pay for the materials and quantity of meals ordered and have obligated funds)
 - C. Note any persons who were pre-registered that will not be attending on the change form and return their nametags and plastic holders to the registration personnel.
3. Count name badge holders for correct number. (WE NEED ALL EXTRA BADGE HOLDERS).
4. Bring the Registration Change Form to the Registration table. The registration personnel will make new nametags.
5. Organize registration materials to be passed out to your group.
 - A. Each student should have:
 - A name tag with badge holder
 - Program Booklet
6. Students and adults must wear their name badges to all conference functions. They should be worn so as to be quickly and clearly visible and must be worn on the upper part of the chest and not on or below the waist.