



Registration/Admission

Description:

Registration is the process that should begin about 2 months ahead of time so that you can get an accurate head count of how many people are coming. Registration should be made really easy. Many corporations now have a pay online option, or reserve your spot online. This should be something you consider if your event will have a wide array of invitees. It will need to be decided if there will be an admission fee, an admission table with a sign in for listserv, etc.

Audience:

The general audience will be invited guests.

Goals:

When throwing an event, the group should always consider and establish what the goals are for the program. Is this a fundraiser? What are you fundraising for? Is the goal just to have fun and have education about Peace Corps on the side? Recruiting tactic? Once an idea is brought up, it's important to sit and talk about your goals as a group.

Before:

Two Months

- Pre-registration: Is there an online option or just mail in?
- Determine appropriate ticketing
- If accepting credit cards at the table, do you have the accounting systems if charging admission the credit card machines, receipt books and wireless connection to use those machines?

One Month

- Purchase or print tickets
- Order or rent table if need be

Weeks Before

- Prepare simple forms for audience for mailing lists

During

- Setup registration table
- Organize the ticket-takers or cashiers
- Count receipts

After

- Pass funds received on to organization's treasury

- Save registration forms for future mailing list