**Registration Control**

**Purpose**

This Committee is to assist in the registration process of the delegates and guests. It is

NOT the responsibility of this committee to register convention attendees. Volunteer members of this LSC should be at the Registration booth a half-hour prior to the opening of the main

Convention doors in the Registration/Exhibits Display area.

NOTE: The specific hours that need to be worked each day of the Convention vary due to several factors each year; therefore, once the hours of open registration are determined, generally 3-6 months prior to the Convention, these times will be communicated to the LSC Executive Chairperson and the LSC Registration Control Chairperson (if known). This is the basis for the final personnel planning and assignments.

**Responsibilities and duties**

* Badge Checker
* Assisting delegates in completing registration forms. Make sure a sufficient supply of forms are always on the tables.
* Assemble registration credentials (nametags and voting cards).
* Provide ribbons for nametags.
* Provide information regarding the exhibit booths located in the general area and assist the Information Booth.
* Assist the Grand Lodge personnel in charge of Credentials, as required.

**Time commitment**

Pre- convention

None

During convention - It is estimated 3 to 5 volunteers per shift to support this activity:

* Saturday and Sunday One (1) shift supervisor
* Saturday and Sunday Six (6) assembling credentials
* Saturday and Sunday Two (2) at the ribbon desk
* Saturday and Sunday Two (2) Floaters Assisting with Registration forms and Crowd Control.
* Four (4) on Friday afternoon to fill in as directed by Registration Coordinator.
* Four (4) on Monday Morning to Fill in as Directed by Registration Coordinator.

Friday, June 30 12:00pm – 4:00pm

Saturday, July 1 7:30am – 5:00pm

Sunday, July 2 7:30am – 5:00pm

Monday, July 3 7:30am – 5:00pm

Tuesday, July 4 7:30am – 5:00pm

**GL Budget: None**