

# **SEPPA**

## **CONVENTION REGISTRATION**

The SEPPA Secretary-Treasurer is chairman of the registration committee and will coordinate all responsibilities with the Executive Director who will receive all pre-registration. This Secretary-Treasurer is in charge of all on-site registration responsibilities. The following items should be discharged before the convention dates:

Make pre-registration form for SOUTHERN EXPOSURE

Order badge ribbons and other badge supplies (holders, etc.)

Make ID badges. All registration packets should be prepared for pre-registered members.

Make all tickets (Banquet, luncheons, parties, etc.)

Obtain convention packet envelopes. These are often donated by one of the exhibitors.

Enlist at least 4 others to help with registration desk.

Contact all state secretaries and coordinate state and SEPPA desk operations. Give them the times the SEPPA desk will be open and when someone should be at their desk.

At the convention, the registration chairman performs the following duties:

- a. Oversees all registration functions.
- b. Handles all money.
- c. Balances cash with registration each day.

Price of all functions must be approved by the Executive Committee in advance so a pre-registration form for SOUTHERN EXPOSURE can be printed.

Registration fees for all non-SEPPA and family members should be set during the first Executive Committee meeting after the election of new officers.