

## **C8 REGISTRATION**

### **OVERVIEW OF FESTIVAL COMMITTEE CHAIR RESPONSIBILITIES**

#### C8 Registration Committee Chair

##### **Pre-Festival:**

1. Purchase necessary supplies.
2. Make name tags with school code for all students entered from each school (usually done at org meeting; otherwise take codes, tags, pins, markers & envelopes to finish later).
3. Put name tags and safety pins in an envelope for each school (put school name on envelope, not code, and number of tags/pins needed).
4. Print out multiple sign-in sheets with space for school, coach's name, cell phone and job for the day, and places to check that codes of conduct, scripts & master cuttings list(s) have been turned in.
5. Get list of who signed up for what—vice presidents should be able to provide this.
6. Print Parent Passes on stick-on labels; print sign in sheets & rules slips for parents
7. Print or get from Rules chair a stack of green Rules Violation forms and some instructions for those new to Rules checking.

##### **Festival day:**

1. Have registration table set up and ready by 7:30 am.
2. Have envelopes of name tags alphabetical by school.
3. Tape sign-in sheets to table.
4. Provide several pens for signing in.
5. Set up Parent Pass section at opposite end of registration table, with someone to handle it. This person can also have the sign-up sheet for parent volunteers.
6. Collect codes of conduct & scripts; collect Master Cuttings in a separate stack; collect any school checks or money owed (should be a note on school code envelope). If anyone pays cash, note on the envelope who and how much.
7. Double check that coaches know their jobs for the day; check list from VPs.
8. See that coaches get their programs, school code tags envelope, rules violation forms & checklist, a coach ribbon, and anything else that's being handed out that day.
9. Deliver envelope of checks & money to treasurer or Rules or DTASC President.
10. Take codes of conduct and scripts to Rules once registration closes.
11. Move Parent Pass materials to Tabs or Rules.
12. Move registration table material to T-Shirt Table, which will double as Information.
13. Set up appropriate sign(s).
14. Make sure coaches or parents are at the table throughout the day on a rotational basis.
15. At the end of the day, collect the cash box from the Info table and deliver the cash to the DTASC treasurer (or have the person in charge of t-shirts deliver it with t-shirt cash box)
16. Clean up as needed and return sign(s) to designated pick-up point.

##### **Post-festival:**

1. Store any leftover supplies.
2. Organize the boxes before the next festival.

## **C8 REGISTRATION**

### **BEFORE THE FESTIVAL:**

- Prepare clipboards to take to festival.
- Prepare sign-in sheets for coaches. Include school name, coach's name, coach's festival job, where they can be found during the festival, checklist for things to turn in.
- Print Parent Pass labels, sign-ins, and handouts
- Get fat black Sharpies markers (write on anything)
- Get name tags (unless host school is providing them)
- Get scratch paper, pens, other supplies needed

### **AT THE FESTIVAL:**

Set up registration table, with DTASC Registration sign.

The registration table needs:

- School code tags (in envelopes, alphabetical by school; try to clip all envelopes for each school together before registration opens)
- Markers
- Coaches' sign-in sheets
- Program bundles (alphabetized)
- Space or box for collecting codes of conduct etc.
- Something to collect Master Cuttings Lists in (box top will work)
- Paper clips
- Ballpoint pens
- Scratch paper
- Other supplies?
- A copy of the school codes list (in possession of one DTASC member at the table)
- Anything that needs to be handed out first thing
- Location of nearest restrooms
- Section for Parent Passes

### **AS SCHOOLS START ARRIVING:**

#### **Coach**

- signs in at registration & writes his/her job for the day (double check what they write)
- turns in student Codes of Conduct, Teacher Code, scripts and Master Cuttings List for his/her school
- gets name tag envelopes for school
- picks up programs for his/her school

#### **Registration Table personnel**

- collect Codes of Conduct & scripts & Teacher Code
- collect Master Cuttings List in separate pile (must have school name AND code)
- make sure school name is on them or writes it on
- check off coach's name on sign-in list when Codes & scripts are in
- check that coach has signed for a job and said where he/she can be found
- hand out name tags envelope (may need to hold hostage for codes & scripts)
- give coach a coach ribbon, the forms for Rules Violations, Rules Violation checklist,

*continued*

## **C8 REGISTRATION, CONTINUED**

- and any other material being handed out
- find programs for that school. **CAUTION: DO NOT GIVE PROGRAMS TO STUDENTS. THEY ARE TO RECEIVE THEM FROM THEIR COACHES.**
- provide any necessary information for starting the day
- provide programs to host school personnel if requested
- sell extra programs for \$1 each

When all schools are accounted for and have their programs, the registration table's job is finished. The materials from the registration table are then moved to their new location:

- codes & scripts AND Master Cuttings List to Rules
- Parent Passes to Tabs or T-Shirt Table
- Parent sign in sheets to Div VPs (or to Tabs)
- Program sales money to Treasurer
- all other materials to T-Shirt table (doubles as Information table for rest of day)  
(They will sell programs, provide replacement name tags, and issue Parent Passes for the rest of the day, in addition to selling t-shirts.)

**Drama Teachers Association of Southern California**

**Fall Festival \_\_\_\_\_ Division \_\_\_\_\_**  
**Registration**

Please Print:

**Turned in Scripts,  
 Master Cuttings List,  
 Codes of Conduct**

<b>School</b>	<b>Coach</b>	<b>Job/Location</b>	<b>Cell Phone</b>	<b>MCL</b>	<b>Scr</b>	<b>CC</b>

Drama Teachers Association of Southern California

# Shakespeare Festival \_\_\_\_\_ Varsity / JV / MS

## Registration

Please Print:

Turned in Scripts,  
Master Cuttings List,  
Codes of Conduct

School	Coach	Job/Location	Cell Phone	MCL	Scr	CC

Festival \_\_\_\_\_ Date \_\_\_\_\_

Parent's Name Printed	Parent's Signature	School Code	Cell phone #



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_



# PARENT PASS

Parent Name: \_\_\_\_\_

School Code: \_\_\_\_\_ Date: \_\_\_\_\_