**Alumni Event Registration**

Unless your event is in a space where there are no limits to attendance such as a park or an arena, it is important to ask guests to register in advance. This is especially true if there is catering involved as you will need to give the vendor a fairly accurate count several days in advance.

**What to ask on the registration form:**

* Name
* Class Year
* Preferred first name for name badge *(If you're making the name badges in advance.)*
* Guest Name
* Guest Class Year if appropriate
* Guest Preferred first name for name badge *(If you're making the name badges in advance.)*

At the event, you should set up a registration table at the entrance to your venue. Ask the caterer to cover it with a tablecloth or bring one with you. Presentation is everything and the registration table is your guest's first stop and can make a wonderful impression.

Be sure to have several copies of the registered guests at the table. People often ask to see it.

In addition to name badges, this is a perfect opportunity to lay out materials about the club/group such as brochures and photos of other club/group events and activities.

**Registration Hints:**

* Recruit board members or others to work the registration desk, in shifts if necessary. The event organizer needs to be free to work with the caterer, speaker, techs, etc.
* If money is being accepted at the event, assign one person to be responsible for that aspect of registration. (If there is a fee for the event, sell the tickets either in advance or at the door to avoid collection during/after the event.)

**Registration Supplies to have at the Registration Table:**

* Name badges including blank ones for walk-ins
* Sharpie pen for writing name badges
* Pens
* Wastebasket
* Registration list with blank form for walk-ins to sign
* Club/group or Dartmouth banner
* Alumni Relations can provide green & white pom poms that can be used as decorations. Just email Anita K. Brown at anita.k.brown@dartmouth.edu.