

REGISTRATION CHAIR

Responsible for designing and implementing efficient registration procedures for the Non-Dog Show activities at the Specialty. Provides timely and accurate registration information to committee chairs. Is accessible to trouble-shoot problems on-site.

Qualifications

- A highly organized detail-oriented individual with good communication and follow-up skills;
- Experience with Access or other dbase programs is highly recommended but not required;
- Ability to apply the following basic management skills: (e.g. meeting deadlines, being resourceful and solving problems quickly and efficiently, dealing effectively with people, and compiling records).

Time Commitment

This is at least a one-year assignment, with moderately busy periods of work beginning approximately nine months out finalizing registration form with planning book chair, and very intense workload from three months out processing registration requests and preparing registration packets and name tags. During the week of the Specialty, the Registration Chair is responsible for overseeing staffing of the registration area, filling in for any absences and expected to quickly solve any problems/issues that may arise.

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, Planning Book, and Registration, noting all details of position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Solicit bids/samples of possible name badge holders (solicit W&M vendor to potentially save money on set-up charges) and develop preliminary budget.

At Least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event.

Nine Months before the Specialty

- Confirm registration deadline and refund policies with the Show Chair.
- Finalize on-site registration schedule for inclusion in the planning book.
- Confirm with Hotel Liaison that On-Site Registration is reserved as noted in Section 6.1
- Work with the Planning Book chair to develop the official registration form. Submit to the Show Committee for approval.
- Disseminate approved registration form to Specialty Website Chair for creation of a writable pdf form for the website.
- Familiarize self with items offered through Specialty Registration, including any space limitations. Begin to create registration database.
- Develop final budget and advise Show Chair of anticipated expenses (e.g. postage for confirmation notices (e-mail preferred if possible), name badge holders, etc.)

Four-Two Months before the Specialty

- Process registrations and mail confirmation notices in a timely fashion.
- Submit all payments in accordance with BMDCA policies to Specialty Treasurer on the prescribed form. (See Chapter 17 Attachment A-2).

At Least Three Months out

- Begin recruiting volunteers to work shifts at Specialty registration.
- Contact Welcome Bag Chair to coordinate time of bag stuffing to ensure registration can open on Sunday night.

Within Two Weeks of Registration Deadline (typically 6-8 weeks out)

- Expedite processing of all late registrations (top priority – 50% or more will arrive on or after the deadline!)
- Disseminate reports to Show Chair and all committee chairs.
- Confirm final counts/budget with Show Chair and place order for name badge holders.

At Least One Month before the Specialty

- Format and print name badge inserts
- Coordinate with Event Chairs printing of event tickets for registration packets. Schedule a get together in advance of the Specialty to stuff registration materials.
- Recruit committee and stuff registration materials.
- Confirm volunteers to work on-site registration per chapter.

Week of the Specialty

- Ensure badge holders are stuffed in welcome bags.
- Manage on-site registration area per chapter, filling in for any absences, no-shows.
- Act as liaison between attendees and banquet chair to accommodate any last minute dinner requests.
- Communicate any issues with the Show Chair.

Within Two Weeks of the Specialty

- Send thank you notes to all volunteers.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2)

Key Statistics for Historical Data:

Submit entire Master Registration File to Specialty Coordinator