

## WHAT DOES A REGISTRAR DO?

As our registrar, you must arrive at early - to set up before contestants, audience members, etc. arrive.

You'll ask everyone to sign in and - except for contestants - pay for admission.

(checks should be written out to *District 5 Toastmasters*).

Please give each guest a program and any other designated information.

Ask each guest if they are a dignitary and, if so, to sign in on the dignitary sheet as well. Non-dignitaries do not need to sign in.

You must remain at the registration desk until about 20 minutes after the contest has begun. Then give the cash box to a contest chair) Enjoy the rest of the contest. This may vary with event. Consult contest chair.

If there are multiple contests at same location on the same day, consult contest chair concerning policy for charging for later contests.

Items Provided:

A copy of these instructions

Cash box with change

Sign in sheets for all attendees

Sign in sheets for dignitaries

Rolls of opportunity drawing tickets

Other - List as needed

Assist with an opportunity drawing for the event. Have ticket prices displayed and tickets available. Discounts for multiple tick purchases are recommended. Work with contest chair and opportunity drawing chair. Remind everyone that they have to be present when their name is called into claim their prize.