

Registration Committee: responsibilities + deadlines

Basic responsibilities: send info to teams, handle registration, welcome people + distribute team materials, put people into cabins/lodges (or let them sign up)

Jan 14 1st mailing went out

(check w/ Jan about additions to mailing list // corrections)

Feb 22 Interest forms should have been returned by teams: communicate w/

FOOD (Janne)
WS/MASS (Libbie)
Jan + Carol

Mar 8 draft of registration form

get t-shirt design (graphic) from Jan

include survey for contra callers/musicians/sound system experts

Mar 8 estimate future costs — get info to Jan

Mar 22 mail registration form

Apr 22 receive registration forms

FOOD preferences/allergies to Janne Sydor

WORKSHOP/MASS DANCE ideas/votes to Libbie Henderson

attending to Carol + Jan, # to Jan + Carol

list of teams, how many on each team to Mike Shewmaker

get t-shirts made

contra callers/music mfo to SOCIAL committee (Rick Nagler) ~~John~~

May 19 design buttons (t-shirt graphic?) and make them or get them made

— Ted Know where you can rent a machine, or

— Buttons, Etc is a good place to have them made

May 5 mail confirmation & directions

General:

decide how to deal with walk-in registrations

co-ordinate rides from airport to site

decide how to deal with cancellations: offer refund only until a certain date? Check with Janne — when does caterer need firm number?

devise on-site welcoming system

decide how to distribute t-shirts, buttons, info package for each team
get info on site details from SITE committee (maps, camp info, etc —
where to park, camp rules, + ?) so you can answer ?s when people arrive
co-ordinate with SITE committee about what part(s) of camp are set
aside for people who need quiet at night — ie, late-night singing
location should not be next to family sleeping quarters
check w/ highway dept about road construction that weekend, and include
info in the confirmation mailing (with alternate routes listed where
necessary)