

# **NATIONAL BUICK MEET VOLUNTEER DESCRIPTION**

## **REGISTRATION**

**SUPERVISOR:** National Meet Registrar

**GOAL:** You are one of the first person's to interact with the attendee. You want to have them leave your station feeling welcomed, wanted, and excited that they came. Smiles and cheerfulness are a must.

**HOURS OF OPERATION:** Tuesday, 3PM – 7PM; Wednesday – Friday, 8AM – 5PM; Saturday, 7AM-10AM

**TIME:** 2-hour stints; 7AM–9AM, 9AM–11AM, 11AM–1PM, 1PM–3PM, 3PM–5PM

**PHYSICAL EXERTION:** Sitting, Standing, and moving 10 feet to retrieve packets. No lifting.

**DUTIES:**

- Report to registration room on time
- Report to supervisor for assignment
- Greet attendees as they arrive.
- Ask their name and retrieve the correct packet from the box on the table behind you.
- Open the packet and verify correct name and spelling, correct BCA number, correct tour(s), correct banquet(s), correct meal(s).
- Verify the name tag(s) and provide the correct number of lanyards.
- If information is all correct, place everything back in the envelope and give to the attendee. Retrieve a Goodie Bag and hand to them. Send them merrily on their way!!
- If information is incorrect, retrieve a Goodie Bag and hand to them, then walk the attendee to the Registrar, introduce them and explain the correction(s) required. Return to your station and continue welcoming attendees.