

## TEDxDayton Registration



Thank you for volunteering to assist with registration! John Owen, Natalie Skilliter or Cate Berger will be your primary contact for any day of registration questions. John and Natalie will primarily be at the information table, which will be adjacent to the main registration bar.

Registration for attendees starts at 8:30 AM. We would like you to be at the Victoria at 8:00 AM which is when the volunteer door will be opened.

When a guest comes up to pick up their nametag greet them with a “Welcome to TEDxDayton. What’s the last name?” or something similar. Nametags will be sorted in shoeboxes by alphabetical order.

We’re expecting some confusion between the general registration and the speakers/sponsors. We will be placing multiple lists of every registered guest, volunteer, speaker, sponsor, etc. at both registration bars. If you are unable to find the person’s nametag this list will be your first stop. There will be a “runner” volunteer whose job the day of will be to go back and forth between the counters and getting nametags.

Some people will come up and not have a name tag but an index card. This signifies they still have to pay for the event. Have those people bring the index card to the information table.

Some people may come up and not have a name tag or index card. Have those people come to the registration table.

Not everyone’s nametag will be completely filled out, especially on the speakers/sponsors side. There will be a pub tables scattered throughout the lobby that will have markers to fill out the nametags. There will also be stickers to put over items on their nametag that people want to change.

A band will start playing at 9:00 and the first talk will start around 9:20. Those last 10 minutes of your shift we would appreciate if you helped consolidate the nametags (still in order) into a couple of boxes and give them to the information table.