

# Board of Outreach

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## Fall Fest Registration Manager

**Mission Statement:** Grace Lutheran Church's Fall Festival provides the adults and children at Grace an opportunity to serve the members of our community, especially those who are unchurched, by inviting them to see our church first-hand and to enjoy fun, fellowship, and food as a means to glorify God and raise funds to help a selected group of people in need.

**Description:** The registration manager organizes and manages the registration table for the event.

**Qualifications:**

- Member of Grace Lutheran Church or other WELS church
- Well organized
- Good at communicating with others

**Responsibilities:**

1. Ensure that supplies for registration are available. See Registration Setup document for list of supplies.
2. Invite 1 or 2 other people to help with registration the day of the event.
3. On the evening before the event, set up the registration area.
4. On the day of the event, arrive at least 20 minutes prior to the event and double check that everything is set up properly.
5. Check people in as they arrive, asking them to fill out a card, put it in the collection bin, and take a strip of ten tickets. There will be enough room for people to form two lines.
6. Once checked in, direct attendees to the other table for bags and name tags.
7. **After the event:** Return all supplies to the bins in the storage closet by the playground doors and take down the tables.
8. Give or email completed registration cards to event coordinator.
9. Train the next registration manager upon stepping down.

**Time Commitment:**

- 3 hours for pre-event, event, and post event activities.
- Commitment for 1 Fall Fest event, but may serve longer if you are willing and able.

**Relationships:** This person works with the Fall Fest Coordinator and other Fall Fest team members, and communicates with the office staff.

**Training:** Training will be provided by the previous registration manager.