



We the People

THE CITIZEN AND THE CONSTITUTION

Directed by the Center for Civic Education

## **REGISTRATION DESK/INFORMATION JOB DESCRIPTIONS NATIONAL FINALS 2019**

### **Information and Registration**

At the National Conference Center, we use two different buildings for National Finals. The West Building is used for the initial registration for hearing guests, student orientations, the dance, and the closing ceremony. The North Building is used for hearings, sleeping rooms, student changing rooms, and food service. We need volunteers in each building.

### **Registration Desk- West Building**

- Greet the parents and guests as they arrive.
- Issue nametags.
  - Saturday nametags can be used again on Sunday.
  - Guests can ask for a new nametag on Sunday in either building.
- Invite guests to choose one of the following;
  - Remain in the lobby of the West Building until the student orientation ends.
  - Attend the student orientation, sitting in the back.
  - Move over to the North Building Visitor's Lounge.
    - Coffee is available there at a per cup charge.
- Distribute maps and information packets.
- Answer questions.
- Make guests feel welcome.
- Monitor the DipJar.

### **Information- North Building**

- Answer questions from guests.
- Issue nametags, especially on Sunday.
- Assist participants and guests in finding student hearing rooms.
- Invite guests to wait in the Visitor's Lounge.
  - Dismiss visitors to hearing rooms after students arrive.
  - Make guests feel welcome.
  - Monitor the DipJar.
- Help with crowd control between divisions.
- Serve as a liaison between the Floor Supervisors and the West Building.

This table needs volunteers on Friday afternoon to help judges and volunteers find their sleeping rooms and food services.