

# REGISTRATION TEAM GUIDELINES

## Your Responsibilities

- To help set up and pack up the registration area.
- To help organise merchandise and process sales at KYCK.
- To support the KCC office staff.

Please keep in mind

- You are an important public relations representative for KCC.
- When processing payments, you need to be above reproach (always have another person with you).

## On Arrival

- Please arrive at the time specified in the KYCK volunteer online manual to help with set-up and receive training.
- Go to the information tent where a KCC staff member will brief you on set up and procedures.
- KCC staff will allocate your specific roles for the weekend, please listen to, and follow their instructions.
- Set up the information tent as per staff instructions.

## Packing Up

- As the very last session of KYCK is in progress you can start packing up equipment that is not needed to the KCC Site Office. Please follow the instructions of your team leader for this process.
- Ensure that the Information Tent is clean (i.e., pick up any rubbish)
- Collect any lost property and take it to the KCC Site Office.