



Attendee Management Guide

This guide provides information about creating a workshop event roster, participant name tags, and supplemental sign-in sheet for attendees who did not RSVP. The event roster, name tag, and sign-in sheet help attendees connect and network with each other.

Event Roster

Overview

An event roster allows your planning team to track registered participants before your event and it facilitates community-building and networking by providing participants basic networking information of other participants, speakers, and event team members. The roster should be distributed as a hard copy in the workshop handout packet. Your roster will serve as an excellent attendance record if you update it after your event.

Organization

- Organize by participant type, including a section for speakers/facilitators, program team, and attendees.
- Include name, title, department, institution, and email address for all attendees, speakers/facilitators, and event team.
- Format the document for ease of reading when printed.

After the Workshop

- Add names from the sign-in sheet to your event roster file.
- Remove from your event roster file the names of participants who originally registered but did not attend.
- Use this updated roster for any post-event communication.

Image 1. Event Roster Template

Workshop Roster - [Title]				
[Date]				
First	Last	Department	Position	E-mail
[Attendees]				
[Program Staff]				
[Speakers]				



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Name Tags

Overview

The primary purpose of event name tags is for community-building and networking. Participants should be able to reference each other's names quickly and easily. Name tags also provide an excellent means by which your planning team can keep track of attendance in real time.

Format

- Name tags should be easy to read and include at most three basic pieces of information, such as first name, last name, and department/organization.
- Format to maximize readability (see Image 2). We suggest that the first name be bolded and larger (i.e., at least 20 point larger font size) than the last name and the department.
- Print name tags before your event as handwritten tags may be difficult to read and appear unprofessional.
- Choose a standard name tag template, such as Avery 74459, and import guest information via Microsoft Word's mail merge function from your event roster (see "roster guide," listed above).
- Each tag should be at least two inches long by four inches wide for maximum visibility.
- Have blank name tags and markers available for those who do not pre-register or have incorrect printed tags.

During the Workshop

- Place name tags at the event registration table as participants should receive their name tags as soon as they enter the event venue. If a participant did not pre-register or has an incorrect name tag, s/he may fill out a blank name tag at the registration table.
- Assign at least one team member to manage the registration table. This team member should warmly greet participants, assist them with locating their name tags, and answer any event-related questions.
- As participants check in, be sure to take notes of any misspellings, changes in departments/organizations, or unexpected attendees and update your roster file following your event.

Image 2. Name tag template



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Sign-In Sheet

Overview

Use the sign-in sheet to capture the names and contact information (department and email address) of non-registered participants. This basic information will allow you to find additional information about participants through your institution’s website if needed. The event roster will have already captured this information for pre-registered event participants.

During the Workshop

Place the sign-in sheet after the blank name tags on the registration table and slightly separate the sign-in sheet from the printed name tags (see “name tag guide” above). If a participant is completing a blank name tag, direct the person to also complete the sign-in sheet.

After the Workshop

Add the names and contact information from your sign-in sheet(s) to your final event roster following your workshop.

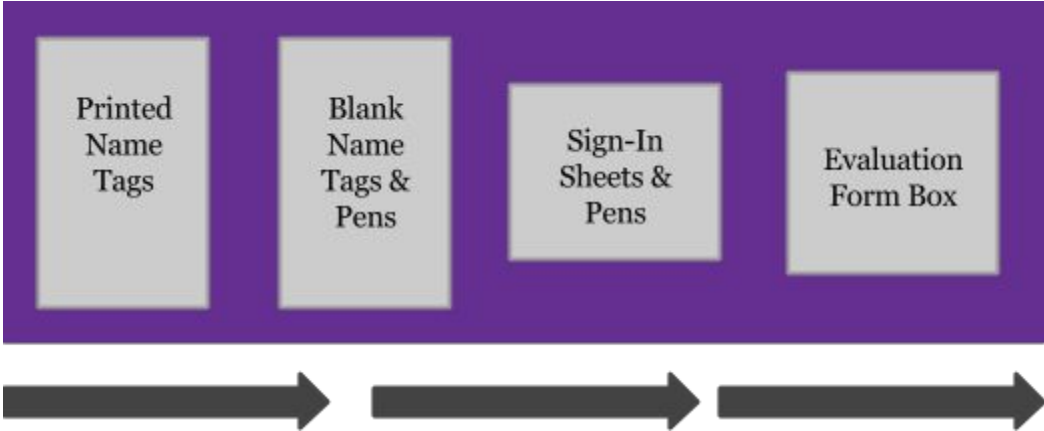
Image 3. Sign-In Sheet Template

Leadership Workshop Sign-In Sheet		
<i>Please sign in on the sheet if you are <u>not</u> listed on the workshop roster</i>		
Name	Department	E-mail
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Registration Table

Image 4. Diagram of registration table



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