

CHECK-IN TABLE RESPONSIBILITIES AND INFORMATION

1. Upon initial arrival at the festival Check In Desk, all participants, leaders and volunteers will be given a Waiver and Release form to complete.

2. Personalized festival packets for paid registrants will be in alphabetical order by last name at the Check-In Table. The packets include the registrant's current schedule, a badge, and other information.

- Upon receipt of their completed Waiver and Release form, hand the participant their packet, and a plastic badge holder on a lanyard.
- **Advise participants to wear their badge to ALL events.** This will be their ticket into all registered events.
- Please encourage participants to complete the surveys for each event. This can now be done on Bobolink. Participants may complete paper versions if they prefer.
- On the last day of their festival, participants should return surveys and lanyards to the Community Center, or the leader of their last trip.

3. Leader and volunteer packets will be at the Leader and Volunteer Table. Volunteers who have not registered for events will not have packets but will have name badges, which they also need to wear. You may need to ask if they have registered for any events, and if so send them to the Check - In Table.

- Volunteers should pick up their t-shirts at this time. Please check them off of the t-shirt list to ensure the right size goes to each individual. (No size exchanges!)
- Leaders should pick up their t-shirts/hats at this time. Please check them off of the t-shirt list to ensure the right size goes to each individual. (No size exchanges!)

4. If any of the above ask for a map, directions, a list of participants, etc., send them to the Information/Trip Starter table.

5. **Send registration problems to the Registrar's table.** Someone there will handle new registrations, schedule additions, cancellations, money owed, or changes.

7. **Please do not attempt to answer questions if you aren't sure of the answer.** Refer them to someone on duty who can find the answer.

8. Each day's schedule is printed and posted on an easel. The Pacific Wildlife Care "Meet the Raptors" will be held on Saturday at the Veterans Memorial Building (Vet's Hall), Morro Bay.