

## CHECK-IN TABLE INFORMATION AND RESPONSIBILITIES

Upon initial arrival at the festival Check-In Desk at the Morro Bay Community Center, all attendees, leaders, and volunteers will be given a packet, lanyard, and any pre-ordered T-shirts or books. All packets will be alphabetized by last name.

### 1. Attendee Packets

- Hand the packet to the registrant and encourage them to check that it includes the their current schedule, their badge, any pre-ordered event tickets, local maps, and a bird list.
- When you hand out a T-shirt, please check the recipient's name off the list to ensure the right size goes to each individual. *No T-Shirt size exchanges!*
- **Advise participants to wear their badge to ALL events.**
- Please encourage participants to complete the surveys after each event. This can be done on Bobolink. By their last day of their festival, participants should return lanyards to the Morro Bay Community Center, or to the leader of their last trip.

### 2. Leader and Volunteer Packets

- Hand volunteers or leaders their packets, lanyards, and T-shirts and encourage them to check that their badge is correct. If they have registered for events, ask them to also check for any pre-ordered event tickets, local maps, and a bird list.
- When you hand out a T-shirt, please check the recipient's name off the list to ensure the right size goes to each individual. *No T-Shirt size exchanges!*
- Give the Leaders their "Leader" hat.
- If any of the above ask for a map, directions, a list of participants, etc., send them to the Information/Trip Starter table, next to you.

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

4. **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. You will be provided with a list of FAQs.

5. Each day's schedule is printed and posted on an easel in the Morro Bay Community Center lobby between Registration and Information/Trip Starter desks.