CHECKLIST

This checklist was adapted from the AMA Guide for Meeting and Event Planners by Catherine Price (AMACOM, New York City)

MANAGING EVENT REGISTRATION

By Martha Cooke

D Can registration setup remain in the same location for the duration of the meeting? If not, consider using a different area to avoid confusion.
D Is the space adequate if lines should form at peak hours?
D Are rest rooms nearby?
D Is the lighting and ventilation adequate?
D Can signage be placed in a visible location?
D Does the area meet ADA requirements?
D Are electrical outlets adequate for computers and other electronic equipment?
D Are an adequate number of telephone jacks available?
D Is a secure storage area nearby for registration materials?

REQUEST INFORMATION

The registration form should require participants to provide the following details.
D Attendee profile, including all contact information
D Company affiliation and title
D Badge information (nickname or preferred badge name)
D Emergency contact information
D Member status (exhibitor, supplier, nonmember, guest, media, complimentary)
D Companion, guest or spouse information
D Americans With Disabilities Act requirements or special needs, if applicable
D Room preference (suite, single, double, smoking/non-smoking, ADA accessible)
D Arrival and departure dates
D Payment information (for credit cards, require expiration date, cardholder’s name and mailing address)

REGISTRATION AREA

D Verify that the registration area will be sufficient to accommodate a table/booth setup.
D Is the location a major traffic area for hotel guests?