

# ATI REGISTRATION AND STORE RESPONSIBILITIES

## Registration



1. Greet each attendee with a big smile and offer your assistance.
2. Names are arranged alphabetically by center or home care name.
3. If someone is replacing/substituting, have them cross out the name of the registered person and then print his/her name in the signature area.
4. If a person's name is NOT found, please check the master roster which is alphabetized by names. Often, the name of the center may be different or the center's registrations continue on the next page.
5. When NOT listed on the master roster, please have the person complete a **PINK form**.
6. If anyone would like to register today, they need to complete the **GREEN form** and may pay by cash, check or charge. **If they are charging the registration, please send them to the store.**
7. Please collect all sign in sheets and forms, organize and clip together, then take to the store. These need to go home with the **speaker**.

## Store

1. If the speaker was unable to set up merchandise the previous night, please assist.
2. The store is open during **ALL breaks and before the seminar begins**. Do not put merchandise on hold. The buyer often does not return and takes away possible sales to others.
3. Prices are marked on all merchandise except for the large puppets and t-shirts. These are both \$20 per item. Bracelets are \$12 each.
4. Clearance items are **red-lined** with the sale price. Sale t-shirts are \$12 each.
5. The speaker will train you to use the Credit Card machine. We also accept cash and provide receipts for cash sales. Checks do not need receipts.
6. When merchandise is charged, please have customer **sign their receipt and write down their phone number**.
7. 1:00 Seminars have **2 morning breaks**. 3:00 Seminars **have 3 breaks**: a morning break, lunch break and afternoon break. Please pass out colored stickers following each break.
8. Following the final break, please stack all merchandise and count what is left. Write down the number left on the **INVENTORY SHEET**. The speaker will need help to pack the boxes following the seminar. **DO NOT REMOVE T-SHIRTS** from their display forms or count them in the inventory. Discount items are counted by sale price and not title.
9. Attendees will turn in evaluations as they leave. Please have an empty box ready for this.
10. The speaker will take certain items with him/her. Please set aside the following items: **3 money bags, sign in sheets including green, pink and blue, inventory, credit card machine, green raffle tickets with contact information, and evaluations**.

## Names of registration and sales assistants and their phone numbers:

- 1.
- 2.
- 3.