

The Forum of Young Alaskans

Setup and Registration Process

Modify this outline to your needs and the size of your group. It was written for situations where there could be up to 300 participants. Decide if you will be assigning tables or letting participants choose seats. (The purpose of assigning tables is to divide groups of friends up.) Decide if you will be photographing the event and need model releases.

Discussion tables set up:

Set up tables that will accommodate 5 to 10 people each. Table should have a clear view of the videoconference screen. Each table needs:

- One set of *Table Summary* sheets (three sheets in a set: past, present, future).
- A numbered table tent (we need table numbers for reporting out, so even if you just have two groups please clearly number the tables).
- Pens.

Set up for registration:

Registration area should be set up just inside or outside the room. You can use multiple copies of the registration form to speed sign in. The table should have:

- Blank registration sheets and pens
- Media and volunteer sign-in sheets
- Nametags (prenumbered if assigning tables; different colors if using photo release forms)
- Sharpies for writing on nametags
- Stack of *Discussion Guides*
- Stack of Agendas (*Forum of Young Alaskans Schedule*)
- *Optional:* Copies of half-page model photo release and pens

Registration Process:

- 1) Ask people to sign in at the registration area, have them sign a photo release form if they wish to (those under 18 need a parent or guardian signature), have them fill out a name tag, and hand them a discussion guide and agenda.

To make it easy to avoid photographing people who you do not have a release for, you could give them a different colored nametag (e.g. red instead of blue).

The registration form asks for name and birth date and some background information. Age may become a discussion point. The original flyers suggested ages of 16 to 25 but the steering committee wants to be flexible on the day of the Forum and not turn anyone away. If there are enough tables, older or younger people who want to participate can be assigned their own table.

- 2) *If you will be assigning tables to break up groups:* Pre-number blank nametags with sequential table numbers (1-2-3, 1-2-3, etc.). You can start giving out higher-numbered nametags (4-5, for example) after the first few tables fill since we don't know how many will turn out. Later you can ask any partially filled tables to merge. Or if already using different colored nametags for photo release purposes, you could write numbers on their nametags when they sign in instead of pre-numbering them.

List of volunteers needed and others to thank:

Have volunteers sign in with their name and email addresses so we can thank them after. If your volunteers are primarily from one source, post a flip chart sheet or large sheet of paper near the registration area and ask them to sign it. Keep a list of others we need to thank. Thank you!