

D/IWY:PW *fw*

COMMISSIONER AND STAFF REGISTRATION PROCEDURE
NATIONAL WOMEN'S CONFERENCE
HYATT REGENCY HOTEL
THURSDAY, NOVEMBER 17, 1977

STATION I Peaan Room

1. Commissioner shows letter to volunteer.
2. Volunteer behind registrar locates registration card in alphabetical file.
3. Volunteer collects \$5.00 materials fee, receives receipt and materials .
4. Commissioner signs registration card and also signs Commissioner Registration list next to her name.
5. Commissioner walks to next room with her registration card.

STATION II Ebony Room

1. Volunteer takes registration card, checks signature and code on card.
2. Volunteer hands registration card to photo ID operator,
3. Commissioner poses for photo (PROPER DRAPE CRUCIAL). — **RED**
4. Commissioner moves to table where card/badge is punched and elastic added.
5. Volunteer notes number on card/badge and turns to appropriate page in the Credentials Book where Commissioner signs her name next to her badge number.

— Staff pay no fee.

— Staff people will sign a special staff book which will also include badge number.

— Staff will get Blue badges.

— Total access staff will get red badges.

