

Guidelines for South African Song & Dance Workshop Registrars

As registrar, your contact info will be included in workshop publicity (email notices, calendar listings, and flyers). Your name, email address, and phone number are sufficient contact info. You will need to give your mailing address to folks who are mailing you checks (*payable to Val Rogers*).

The registration period is typically about a month prior to the workshop date. During this time, you will need to be regularly reachable by interested singers, i.e. not exploring the Amazon or visiting the South Pole.

Registration is accomplished by paying for the workshop, not by indicating an intention to attend. This is necessary to insure the workshop will be successful. As an incentive, a discount is offered for advance registration. It can be helpful to stress this. Refunds are allowed (less \$5) for anyone who has to cancel after registering.

Discounts: The registrar has some discretion with discounts and should coordinate closely with both myself and the sponsor to be sure discounts are handled consistently. It is expected that most participants will be adults who will pay the standard fee. However, I do like to encourage younger people to try this and can offer a discount of 1/3 to 1/2 off the standard rate for college and high-school students. Kids younger than high-school age should be mature enough to enjoy participating in the workshop (*at least 10 years old*) and **MUST** be accompanied by an adult. Cost for youth should be no more than \$10.

Here's a summary of the steps I go through when acting as registrar:

1. Keep a list of people who register for the workshop, in advance or at the door.
2. For each participant, record name, email, phone number, and amount paid.
3. Note any complementary admission, discount, scholarship, or trade amount that was applied.
4. Keep a running total of funds collected.
5. Insure that funds collected match the number of participants registered.
6. Checks should be made payable to Val Rogers.
7. Deliver collected funds and the registration list to Val Rogers after the workshop.

That's pretty much it. Being a good registrar boils down to two simple principles:

Be Responsive to Inquiries and Keep Good Records.

Thanks for helping make this a fantastic workshop!