

Registration Team

Thank you so much for your faithful service to our Lord!
Your part in the meetings this week is very important!

Please try to be at the registration table no later than **30 minutes** before each service begins.

A registration card needs to be completed for **each** person who attends the meetings (*adults, teens, children, workers, and babies*). A family of 5 should have 5 separate cards (*giving their family more chances to win in the drawing*). Only the **front** of the card needs to be completed (*the back is used for later follow-up*).

Please note the following tips:

1. **SMILE! SMILE! SMILE!** You are one of the first people a visitor will come in contact with. Your friendliness will encourage them to relax and be more open for making a decision, as well as encouraging them to come again the next evening.
2. A clean, organized table shows organization and a readiness to serve. Before joining the service each evening, make sure to straighten pens and unused registration cards, as well as filing the cards that are completed.
3. The registration cards need to be completed by the registration team. Please do not let the children fill out their **own** cards (*adults and teens may of course fill-out their own cards*).
4. Please make sure that the mailing address (*including the zip code*) is complete, (*along with all other information*) **before** the bottom of the card is torn off and placed into the drawing boxes. Place an "**A**" on the "age" line for adults. Also, if the person attends your church, feel free to write the initials of your church, instead of writing it out. This tear-off then needs to be placed into the drawing boxes (*one box is for 17 year olds and down, and one is for 18 year olds and up*).
5. If someone does not know their address, **excitedly** encourage them to bring it tomorrow so their card can be placed into the drawing. Leave the tear-off **connected** to the card, until they bring their **complete** address. Place their card in the front of the file box for quick access the next day. Also, each person can enter the drawing only **once** for the week, so only **one** card needs to be completed **per person per week**.
6. If people are still being registered when the program begins, it is important to be as quiet as possible, so as not to interrupt the meeting.
7. After the registration time is finished and everyone is in the service, be on the lookout for late-comers and make sure to help them to register. Once their card is complete, place it in the registration box (*alphabetically*), and put their name in the drawing box.



8. **On the last night of the meeting**, double check the registration cards to make sure they are all in alphabetical order (*to the 3rd letter of the last name*). Also, please bring any **extra** registration cards (*along with the table banner and signs*) to the front, with the registration box.



We look forward to ministering with you this week!

Good News for Little People, Inc.