



Registration Check-In Procedure

CERT RODEO 2009

Every Participant, Volunteer, Evaluator, Vendor, ARES and Entertainment person on site for the day of the event must check in at the Registration Desk. A FESD Release form must be on file for this event. Emergency Personnel, Media, and Visitors are the only exceptions to this rule.

All Check-In will be handled in the Gym. There will be 4 separate areas clearly identified:

- Team Participants, by team name & number
- Staff / Evaluators
- ARES
- Volunteers, Vendors, & Entertainment

Greeters will be at the door to direct people to the correct check in area and ask if they have filled in a FESD Release form. If no form, they will be directed to a table with blank forms to fill out before they get in line.

Team Participant Check-In

- A Team Registration List will be at each station manned by a volunteer.
- Volunteer will ask name and verify if FESD release is on file.
- If not on list, their name will be written in.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt.
- Each participant will be given a wristband, patch and a CERT Field Guide.

Volunteer Check-In

- At Volunteer/Vendor Check In a list will be at each station manned by a volunteer.
- Volunteer will individual's name and the verify that a FESD release is on file.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt
- If not on list, their name will be written in. An FESD must be completed and on file.
- Each Volunteer will receive a wristband for Volunteers to indicate they have a release on file and are eligible to volunteer.
- Volunteer's will then be given their assignments and directed to their location.
- At end of event Volunteers will check out and receive a survey to complete and turn in.
- Survey will be exchanged for a CERT Rodeo Patch.

Vendor Check-In

- At Vendor Check In a list will be at each station manned by a volunteer.
- Volunteer will ask name and verify if FESD release is on file.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt
- If not on list, their name will be written in.
- Vendors will be directed to their table to set up.
- Entertainment people will check in at Vendor Desk. Liz Shuler will be contacted to provide instructions for the Entertainment.

Staff / Evaluator Check-In

- At Staff / Evaluator Check In a list will be at each station manned by a volunteer.
- Volunteer will ask name and verify if FESD release is on file.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt.
- Staff will know where to report
- Evaluators will be directed to IC Support, Room 7 for a briefing



ARES Check-In

- At Staff / Evaluator Check In a list will be at each station manned by a volunteer.
- Volunteer will ask name and verify if FESD release is on file.
- They will ask for T-shirt size and Volunteers behind them will hand them the T-shirt.
- ARES will receive a wristband and will then be directed to the Communications tent for their assignments.