

[HTD March 2026] Registration Arrangement

[2026.03] List of Materials Needed On-Day

Helper	PIC	Job Description	Materials
A	Kevin	Take Attendance (6-10/F) & give cards to <u>each person</u> at Reg Booth 1	- Paper labeling 6-10/F - Pen - Meal & dessert cards - 5-10 extra green gowns and black gowns
B	YY	Take Attendance (11-15/F) & give cards to <u>each person</u> at Reg Booth 2	- Paper labeling 11-15/F - Pen - Meal & dessert cards - 5-10 extra green gowns and black gowns
C	Gyumin	Take Attendance (16-20/F) & give cards to <u>each person</u> at Reg Booth 3	- Paper labeling 16-20/F - Pen - Meal & dessert cards - 5-10 extra green gowns and black gowns
D	Munhang	Take Attendance (21-25/F) & give cards to <u>each person</u> at Reg Booth 4	- Paper labeling 21-25/F - Pen - Meal & dessert cards - 5-10 extra green gowns and black gowns
E	Ethan	Make sure residents tap their ID cards on the card-tapping machine	- Card-tapping machines - If meet the old members, provide them the totebags
F	Howard	Inform floorplan on screen 1. (Check residents' meal cards) 2. Ask them to follow floorplan on the screen to their seats 3. Queue procession to technician	

G	Soyoung	Line coordination before residents reach reg booth - Move residents toward the front of line - Help make sure residents head toward card-tapping machine before registration - Check floor & tell which table they should head to - Help check dresscode and inform Tutors of any issues	- Loud voice
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📅 [2025.10] Registration Booth Setup ← Registration Booth Setup Plan Slides

