NAME TAGS

Purpose

To ensure all participants and team members have clear, readable, and accessible name tags.

****This job role is highly recommended for the Admin Captain, along with Homework & Printed Materials*

Way of Being

Excellent, creative, and orderly.

Commitments

Beyond the arena of character, you will be asked to commit to the following:

1. Attend all team meetings and the Intro to Transformation Workshop and Info Call(s).
2. Be prepared for all meetings and the Training.
3. Participate in weekly team coaching calls.
4. Enroll other individuals to the team.
5. Enroll and register participants to the Reveal Seminar.
6. Make support calls.
7. Pray regularly for the team, the Trainers, the participants, and the Training.
8. Be a witness.
9. Create value for the team.
10. Do what it takes to accomplish the vision.

Consider Reveal like a "part-time" job, in a sense, knowing that you will need to set aside other priorities in this season to make Reveal an important part of your daily life.

Mechanics

Before the training:

1. Check to make sure there is one nametag per registered participant. Also, there will need to be nametags for everyone, including participants, team, doorkeepers (if applicable), registration team, and special guests of the trainer. Have blank nametags on hand in case you need to prepare a new one.
2. Nametags should look highly professional and all be printed with the same look. Include the GAP Community Logo on the nametags, which can be obtained from the name tag template located under the Admin Captain header from the Reveal Resources page at www.gapcommunity.com/Revealresources.
   Print nametags with the largest possible font (e.g. 60 pt) for the first name. Include the last name and make it small (e.g. 12 pt). Use **IMPACT** font. The GAP

logo is ALWAYS in color and the name in black, and the logo is centered above the first name.

3. Check with the Sponsor or Supply person to see if they already have the name badges. The best option is the 3 in. x 4 in. clear Avery name badges with a clip (DO NOT EVER USE THE PIN KIND). Or, if the Sponsor has professional lanyard name tags in excellent condition, that is an option as well. For lanyard nametags, do not print any additional info to show on the other side such as schedule outline.
4. Make all name tags prior to Set-up.
5. *Double and triple check spelling! Make sure the list you're given is the most accurate.*
6. Number participants tags on the back (in pencil) in alphabetical order. (This speeds up the process of alphabetizing nametags during the Reveal to have them out quickly on breaks in order.)
7. Purchase stickers to decorate the participant's nametags for Day Three morning. NOTE: Keep your receipt to submit to the Sponsor for reimbursement following the training. Get some or all of your team members to support you in the decorating process on the night of Day Three after the training is finished for the day. Get small size stickers that don't cover up their first name.
8. Make sure the Supplies person has an attractive basket available to collect nametags throughout the training.

During the Training:

1. On Day One morning, place each participant's name tag on top on a table outside (in alphabetical order).
2. Be prepared to print new nametags at all times. This means you need to have access to a printer that you can use either on breaks or preferably in working order in a different room that is accessible. If you are not also the role of Admin Captain, talk to your Admin Captain who also has a job that requires on-site printing on demand to see if they already have a plan for quick and easy access to a colored printer.
3. Be prepared to collect and hold nametags as participants leave the room. Use an attractive container, tray or basket to collect nametags.

The name tag template below follows the specifications for the 3 in. x 4 in. Avery clip-on name badges. If your name tag badge or lanyard requires a slightly different/bigger size, please create a template identical to the specifications listed in the instructions above.

The name tag template can be found on your training resource page. If you haven't received it from your Sponsor or Team Captain already, ask them to send it to you. It will be found on the Resource page they have access to under the Admin header