

NAMETAGS

Overview

As the team member responsible for nametags, it will be your job to ensure that all participants and team members have clean, readable nametags. This job requires computer skills as well as being detailed oriented and able to work well under pressure. Like every other member of the team, you exemplify the Workshop itself by being its principles.

Commitment

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

1. Attend all team meetings and any information meetings.
1. Be prepared for all meetings and the Workshop, including any homework and paperwork.
2. Participate in weekly team coaching calls.
3. Enroll other individuals to the team.
4. Enroll and register participants to the Fusion Workshop.
5. Make confirmation calls.
6. Pray regularly for the team, the Trainers, the participants, and the Workshop.
7. Be a witness.
8. Create value for the team.
9. Do what it takes to accomplish the vision.

Responsibilities Before Fusion

1. Coordinate with the Administration Captain to determine an estimated number of participants, team members, and guests.
2. Set a timeframe for receiving rosters of confirmed participants.
3. Purchase the necessary number of blank nametags and holders with sufficient extras for lost nametags during the Workshop.
Note: Holders should be clip style, not stick-the-pin style.
4. Obtain (or purchase) baskets to collect nametags.
5. Create two complete sets of nametags (for participants, team members, Trainers, and guests) prior to the start of the Workshop
6. Set up your template for the nametags using the largest font possible (60 pt.) for first names. The font should be simple and easy to read. If including last names, make the type small (12 pt.) in the same font. The font color should be black. "IMPACT" is the most clean and easiest font to read with the names in all "caps."
7. After all the nametags have been made, number the tags on the back (in pencil) in alphabetical order. (This reduces the time needed to set up the tags in alphabetical order during the Workshop.)
8. Insert the nametags into the holders and bring to the Team Grounding the night before the Workshop begins.

Responsibilities During Fusion

1. Set up the nametag in alphabetical order prior to the beginning of each day (or session) on the registration table.
2. Make new nametags as needed.
3. Have baskets ready to collect nametags at breaks (as required).
4. Collect the nametags at the end of each session (as required).

Responsibilities After Fusion

1. Collect all nametag holders and make sure they are returned to the Sponsor for storage for future use in training events.