

REGISTRATION

General Information			
Official Name <i>For use in all conference materials</i>		Registration + Check In	
Event Time	Registration is open: <ul style="list-style-type: none"> Tuesday, October 6, 9:00 am - 4:00 pm Wednesday, October 7, 8:00 am - 2:00 pm Thursday, October 8, 8:00 am - 2:00 pm EDA's Hospitality Table will be open at the same times		
Event Lead	Tues: Lydia, Kristy, Vanessa Wed: Vanessa Thurs: Kristy & Jonelle		
Venue Name	EDA Office	Link to Venue Sheet	None – info is below

Venue Information	
Official Name <i>For use in all conference materials</i>	Full Name/First Usage: Ellensburg Downtown Association Office Short Name: EDA Office
Address	109 E 3rd Ave #1
Primary Contact	Teresa Chanes
WiFi Information <i>Write in on site</i>	Network: Password:
Parking/Mobile Tours	Street parking will be reserved for mobile tour buses on Pine between 2nd and 3rd: PDF PLACES- Tour Bus Parking (1).pdf
Access/Departure Information	Arrival/Access: WTHP-specific code: 9449 Departure: Ensure the door is locked before leaving!

Registration

Conference Admin Use Only			
Venue Confirmation			
Contract required? <i>Link here when done</i>	<div style="background-color: #d9ead3; border: 1px solid #ccc; padding: 2px; display: inline-block;">No (but reservatio... ▾</div>	Insurance COI required? <i>Link here when done</i>	<div style="background-color: #d9ead3; border: 1px solid #ccc; padding: 2px; display: inline-block;">No (but reservation ... ▾</div>
Cost ☒ <i>In budget?</i>	\$0	Sponsorship ☒ <i>In spreadsheet?</i>	Yes
To Do	<div style="list-style-type: none; padding-left: 0;"> ☒ Call to complete venue sheet; share with venue ☒ Complete contract & COI ☒ Permits/additional forms needed: _____ ☒ Add to conference website ☒ Pay deposit by _____ ☒ Final payment due _____ </div>		
Conference Prep			
Packing List ☒ <i>Added to general?</i>	<ul style="list-style-type: none"> Print Materials for Attendees: Programs, Program itineraries Itinerary + program booklet holders, if needed Acrylics, if needed Name tag supplies: printed tags, sleeves, stickers, blank name tags (4+ sheets), name tag staging holder, + Table topper that explains name tag stickers (if that exists?) Payment tech: Square readers, iPads, and chargers for both' Computer for registration (if possible) Mobile tour packets, including attendee lists + wait lists Mobile Tour mics & chargers EOM attendee list Easels for signage: 4-5 A-frame for signage: 2 "Sold out" laminated tags for mobile tour lists Extension cords 		
Rental List ☒ <i>Booked?</i>	N/A		
Signage Needs ☐ <i>Added to list?</i>	<ul style="list-style-type: none"> A-frame outside venue (2) - Welcome/Registration + Mobile Tour Meeting Spot Easel Sign: Conference sponsors (1-2) Easel Sign: Mobile Tours (1) Easel Sign: Schedule Overview (1) Door Sign: Registration opens at __ (2) 		
Laptop <i>What laptop will be used in this venue/for this event?</i>	WTHP staff computers, unless we're able to obtain a spare		
Notes			

REGISTRATION + CHECK IN

Quick Reference	
Task	Includes
Pre-Conference Registration Set-up Monday PM	<ul style="list-style-type: none"> • Set up between 2 and 5 pm. Lydia will coordinate with Teresa. • Train WMS team on RegFox/registration! • Alphabetize name tags (do <i>not</i> stuff them!) • Prepare A-frames for Tuesday
Daily Set-up 30-60 min before registration opens	<ul style="list-style-type: none"> • Train everyone on stations • Set up technology/iPads (log into RegFox & Square apps on each iPad) • Set up morning signage (Kristy's in charge of signage, but refer to the Signage tab of PLACES 2026 Shared Planning Spreadsheet) • Final set up, as needed
Registration Stations See "Registration How To" for Details	Attendees should move through them in this order: <ul style="list-style-type: none"> • Check In – check in & get your name tag; add on mobile tours, etc • Swag – get your program and stickers • Hospitality table run by EDA • If there's a spare person, it could be great to have them welcoming people at the door and/or answering questions near the schedule signs
Mobile Tour Return	When mobile tours return, please: <ul style="list-style-type: none"> • Collect supplies (clipboard, attendee list, etc.) from usher • Charge any last-minute registrants for mobile tours (ask usher for names) • Charge tour mics <p>See PLACES 2026 Mobile Tours for more information</p>
Throughout the Day	<ul style="list-style-type: none"> • Facilitate mobile tour departure/arrivals – see PLACES 2026 Mobile Tours (Generally Lydia will be in charge of this) • Recharge mobile tour mics & iPads • Signage set-up/changes <p>See the 2026 Staff and Volunteers: Detailed Schedule for all shift times & people.</p>
Clean Up After registration closes on Tues/Wed	Between days of use, conference staff/volunteers will: <ul style="list-style-type: none"> • Take out personal items • Put valuables away (in the back) • Put away A-frame sign • Set mobile tour mics to charge <ul style="list-style-type: none"> ○ On Wednesday, mobile tours will still be out when Registration closes. Someone will pop in when they return to plug in returning mics. • Other light cleaning as necessary – venue should be in good shape for opening in the morning!
FINAL Clean Up After registration	After final day, conference staff/volunteers need to: <ul style="list-style-type: none"> • Support EDA in resetting to arrival condition

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closes on Thurs	<ul style="list-style-type: none"> ○ Ask Teresa, Hayley, or Christina if you need guidance on this! ● Pack up all materials into WTHP vehicles or organize appropriately for easy pick up in the morning
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STATIONS

Attendees' First Stop: Check In Table	
Overview	<p>Tasks include:</p> <ul style="list-style-type: none"> ● Check people in ● Edit registrations/adding tickets ● Facilitate new registrations ● Give out name tags (without sleeves) ● Send people to swag table <p>When there's down time:</p> <ul style="list-style-type: none"> ● Consolidate jotted down notes ● Separate/sort name tags ● Charge iPads ● Add "sold out" tags to mobile tour sign
Supplies	<ul style="list-style-type: none"> ● iPads (4) & iPad chargers ● Name tags (in alphabetical order / divided by last name) ● Blank name tags (4+ sheets) ● Mobile tour attendee lists ● EOM attendee list ● Square reader (optional – set up with an iPad)
Stop 2: Swag Table	
Overview	<p>Everyone gets:</p> <ul style="list-style-type: none"> ● Program ● Name tag holder ● Stickers - Optional to add to name tags; please instruct attendees to put them on the paper, rather than the plastic holder (that's why we don't stuff them first!) <p>When there's down time:</p> <ul style="list-style-type: none"> ● Condense & organize materials; throw out waste
Supplies	<ul style="list-style-type: none"> ● Programs ● Name tag stickers ● Table topper that explains name tag stickers
Stop 3: Hospitality Table	
<p>Hospitality Table is run by the local Main Street program. Refer any local questions or recommendation requests their way!</p> <p>Hours are the same as registration.</p>	

Registration

HOW TO	
Check In	<ol style="list-style-type: none"> 1. Welcome attendees! 2. Check people in using RegFox app on iPad (or download app on your phone) <ul style="list-style-type: none"> o Scan QR code or find manually by typing in name; hit “check in” o Only check in attendees if they are present 3. Tell them about any added-on tickets 4. Give attendee name tag <ul style="list-style-type: none"> o Explain that their ticket information is on the back o Let them know there are stickers & holders at the next table
Adding a Ticket / Editing a Registration	<ol style="list-style-type: none"> 1. Find registrant by scanning QR or searching attendee name. 2. Tap “...” in the upper right-hand corner & select “edit” 3. Add on tours. **If someone asks about a sold-out tour, please offer to put them on a wait list, but be sure they agree to the terms (if a spot opens, it’s theirs; no refunds) before doing so. 4. Ask if you can charge the card on file or if they’d like to give you a different card – charge accordingly! 5. Check the box to send an updated confirmation. 6. Select “Save changes” (button on right side). 7. Add the attendee’s name to any appropriate lists (e.g., mobile tour, EOM) More info on the RegFox website here.
Cancelling a Ticket	<p>No refunds may be given on site for any reason.</p> <p>If someone shares that another attendee is not coming, write that information on the back of their name tag and keep in binder.</p> <p>If someone cancels a ticket as a courtesy (e.g., to open up a tour spot for others):</p> <ol style="list-style-type: none"> 1. Edit their registration to remove the ticket, but do not give a refund. No need to send updated confirmation 2. Cross out their name on the appropriate list 3. If a tour is sold out, check the wait list – if there’s someone on it, follow the process for giving them a ticket. If not, remove any “sold out” labels.
Mobile Tour Wait Lists	<p>Signing up for the wait list: The majority of mobile tours will be sold out before the conference. If someone asks, they can add themselves to the wait list for a tour. Please ensure they know we will bill them immediately if a spot opens up.</p> <p>If a spot opens up, check the wait list:</p> <ol style="list-style-type: none"> 1. If there’s someone on the wait list <i>and</i> they checked that they accept the terms: <ol style="list-style-type: none"> a. Find their registration and add on the tour; charge the card on file and have an updated confirmation sent. b. Send a text to the person (recommended to use your RingCentral number, or ask the current registration lead) letting them know they now have a ticket and should find the updated confirmation in their email. c. Add their name to appropriate the mobile tour list. 2. If no one on the wait list, remove “sold out” sticker from mobile tour sign.
New	<ol style="list-style-type: none"> 1. Navigate to the conference registration page on an iPad or computer:

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Registration!	<p>https://preservewa.regfox.com/places-2026 (password: eburg)</p> <ol style="list-style-type: none">2. Hand it to the person to register themselves.3. When they're done, check them in through the app and give them a blank name tag to write their name on.
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