

Registration Checklist

During Service

- ☐ Make sure all new family forms have been added
- ☐ Make sure roster & count are submitted
- ☐ Add new family forms to expandable folder
- ☐ Have extra label rolls for printers ready
- ☐ Make sure registration area is clean
- ☐ Check on each iPad battery
- ☐ Check data on wifi hotspot
- ☐ Check on Walkie Talkie battery
- ☐ Make sure we have enough new family forms and release forms
- ☐ Make sure we have incident report papers
- ☐ Make sure first aid kit is stocked and ready
- ☐ Take release forms to A-Team
- ☐ Get music ready

After Service

- ☐ Login to next service on computers & iPads
- ☐ Make sure area is clean
- ☐ Check on google docs