



Connect. Inspire. Learn.

WWBN Leadership Team

Thanks for your interest in the WWBN Leadership Team! Volunteering in this capacity will help you further develop your leadership skills and provide you with greater voice in the WWBN community. You'll receive increased visibility as a result, thereby growing your brand and business.

All positions on the Leadership Team will be integral parts in the effective operation of WWBN. Ideally you will serve a minimum 6 month term in a volunteer capacity.

REGISTRATION & GUEST CHECK IN

As the Registration and Guest Check In, you are the first point of contact for our guests. It's important you are friendly, welcoming and engaging. Yet able to move people quickly through the process.

At-event:

- You'll have a printed registration list for check in and pre-printed name tags.
 - Name tags will require sliding into the plastic sleeves and presented on the registration table.
- Guests will be checked in and referenced against the registration list.
- Payment processing will be completed by:
 - Credit card
 - Debit
 - Cash.
- 50/50 raffle tickets (charity donation) payment processing and ticket issuing.
- When speaker arrives, connect her with the Speaker Liaison.
- After registration is completed, count the 50/50 money and divide into the two envelopes (one for the winner and one for the charity).
- Connect with any late-arrivals and collect their payment.
- After the event, collect all the name tags and return them to the bin.