

RON ROBERTS

To:
From: Ellis Jones <elli@ustavus.edu>
Subject: Tickets and Name Tags
Cc: cymrol@ixiusa.com, wells@ixiusa.com
Bcc:
Attached:

Ron: Just received the Minutes from November and on page 4 noted something about tickets. Sorry I must have missed explaining this before.

Under the centralized registration system which we now have in place, all of the pre-registration packets are prepared here at Headquarters. When the registration has been entered into the data base, we then print what is needed for inclusion in the packets. These items include another copy of their confirmation note sent when registration has been received and entered into data base, tickets for the special activities for which they have registered name tag and name tag holder, special announcement regarding any changes they need to be aware of.

We have found that we can get the name tags printed at a local printing company in whatever design you folks want--color etc. They will print the blank name tags on special name tag paper which we provide. Then we can use our data base to print out the name tags right here in headquarters and add them to the pre-registration packets. Any changes are easily made.

With regard to the tickets, we have a ticket rack which we use for all the various tickets--we had 30 different ones for San Jose. All of them are numbered so that we can keep you folks aware on a daily basis on how many tickets have been ordered for each program and seminar.

Then when we come out to Harrisburg, we'll have a supply of extra name tags and the remaining undistributed tickets for use at the on-site registration location.

If you see a problem with this, be sure to let me know.

Ellis J.

P.S. When I come to Harrisburg on the 26th, I'll have with me samples of the tickets and name tags we prepared and used for San Jose.

