

**AWANA**  
**REGISTRATION SET UP**  
5:45 – 6:00pm

1. SET UP 4 tables w/chairs in mall area
  - 2 tables for cubbies / sparks sign-in
  - 1 table for T&T sign-in / New Registration
  - 1 table for blank registration forms (temporary)
  
2. CUBBIES / SPARKS SIGN-IN  
Set up 3 lanes based on last name A-G, H-N, O-Z  
Use poles w/straps to separate lanes and tape letter tags to poles to guide parents
  - SIGN-IN FORMS: pens/clipboards for parent & Awana Buck\$ forms
  - NAME TAGS: Pre-printed & temporary name tag stickers
  - AWANA BUCK\$ & CUBBY STICKERS
  - WEEKLY HANDOUTS
  - Other supplies as needed
  
3. T&T SIGN-IN / NEW REGISTRATION  
Use 1 or 2 tables with 2 lanes. Use poles w/straps to separate lanes.
  - T&T SIGN-IN
    - SIGN-IN FORMS: pens/clipboards
    - NAME TAGS
    - AWANA BUCK\$
    - WEEKLY HANDOUTS
  
  - NEW REGISTRATION
    - REG FORMS
    - SIGN-IN SHEETS FOR NEW CLUBBERS
    - NAME TAG STICKERS
    - AWANA BUCK\$ (T&T/SPARKS) & STICKERS (CUBBIES)
    - WEEKLY HANDOUT / PARENT HANDBOOK / CALENDAR
    - Other supplies as needed
  
4. Extra table with chairs for parents. (temporary)  
Set up blank registration forms & pens.