



Chapter Program Registration List — Sample

While pre-registration is not necessary for attending an ACAP program, pre-registration allows better estimates for attendance relative to presenter handouts and sponsor displays as well as refreshments. The list is compiled as attendees pre-register, either by phone, email or online. Noting roles on the list (Leadership Team, Facilitator, Sponsor, Speaker) helps maintain accurate records that later will be reported to ACAPcommunity. Capturing names of all attendees (including walk-ins) will help ensure they are on the email list and may receive email invitations for future programs. And, noting the number that actually attend the program, for example, whether one or both members of the pre-registered couple attend – helps ensure accurate attendance records.

March 2020 ACAP Registrations				
# Attended	Last name	Name	Role	New Attendee
	Allman	Jane Allman		Yes
	Asman	Stu Asman		
	Bartey	Gene Bartey	Facilitator	
	Brandey	Susan Brandey	Facilitator	
	Burgessman	Jeri Burgessman	Sponsor	
	Crombie	Annette Crombie	Speaker	
	deVane	Craig deVane	Leadership Team	
	Drummond	Bert & Shirly Drummond		
	Frankin	Tamara Franklin		
	Fordge	Don Forrest		Yes
	Garrard	Bill Fordge		Yes
	Kilman	Dawn Kilman		
	Kendall	Debra Kendall		
	Mills	Ann Mills	Leadership Team	
	Mincey	Wendy Mincey		Yes
	Michaels	Mary Michaels		
	Moon	Sue Moon	Sponsor	
	Nicholson	Dianne Nicholson	Leadership Team	
	Orisinnin	Ken & Ann Orisinnin		
	Renier	Liz & Sy Renier		Yes
	Rood	Amy Rood		
	Scott	Patty Scott		
	Vanderson	Walt & Carol Vanderson		
	Wilson	Frances Wilson		Yes