

Start here.

a) - Offsite registration is when registration is done off site. for example:
- registering online.

- On site registration is when registration is taken place on site of an event.

* offsite registration may be used oftenly because of the convinience making it more simple so when they arrive to the event they do not need to register because it is already done.

b). Printing out simple registration forms out from Microsoft Excel is a way registration can be completed.

Information needed:

* Name

* D.O.B.

* Address

* contact number

* Card details

* type of membership you are purchasing.

* email address

C

Start here.

make sure everything is going smoothly
and everything is going as planned.

- Lighting
- Sound
- Props
- performers

These have to be placed in the correct order
of events to make sure that the event is
good