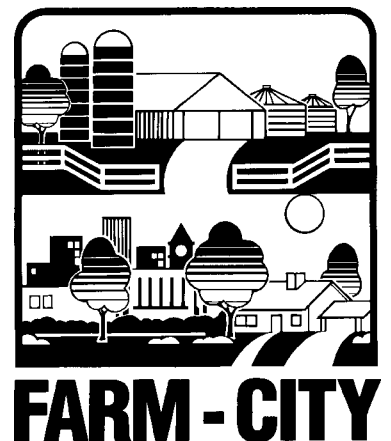


**Tips, tools
and ideas
for
organizing
a
successful,
local
farm-city
program**



Registration

A registration area is very important because it helps in estimating how many persons attended.

Volunteers who work this booth should not be afraid to speak out and welcome families to the event and to remind them to register for free ice cream or prizes, if applicable.

At the Tioga County Farm-City Day, visitors to the registration booth are given numbered tickets that has a place for visitors to write in their name, city and telephone number. At the end of the day one ticket is drawn and the winner is awarded a year's worth of ice cream. The group works with a local ice cream distributor who annually contributes 52 certificates for one free half gallon each week.

Another option that also has wide acceptance is \$10 worth of gasoline a week from a local service station. This becomes the "city" gift.

By using numbered tickets and keeping track of beginning and ending numbers, the organizers have a good idea of how many people attended, even though not everyone will complete a ticket.

What you'll need:

- Rolls of tickets that can be given out in the parking lot area or at the registration desk.
- Pencils or pens that can be used to fill out the tickets.
- A box to collect the tickets at the registration area as well as signs that promote "Free Ice Cream" and "Register Here."

As people register, give them a printed program for the event. This way they will know what is happening when and can plan their time accordingly.

