



breakthrough

JOB DESCRIPTION

Name Badges

Purpose

To ensure all participants and team members have clear, readable name badges.

General Description

The team member in charge of name badges ensures that all participants, team members, and trainers have clean, readable name badges. This job requires computer skills as well as the ability to be detail oriented.



Before the training

- ➔ Coordinate with the Administration Captain to:
 - ❗ Determine an estimated number of participants and team members
 - ❗ Get a final roster of confirmed participants
- ➔ If needed, purchase blank name badge and holders (Please purchase magnetic or clip-on badges only; no pins.)

Note: Be sure to check with your sponsor and the person in charge of supplies before buying name badge holders. They should be saved with the training supplies. Replacement name badge holders or paper inserts can be bought individually at an office supply store or [online](#).

- ➔ If they are not already with the training supplies, purchase or borrow baskets to collect name badges. Coordinate with the sponsor to see if there are any in the supplies.
- ➔ Prior to the training, create two complete sets of name badges for the participants, team members, and trainers.
 - ❗ PDF name badge templates can be downloaded from the [online Breakthrough Resource page](#). This page can be accessed by going to theflourishinglife.org and scrolling to the bottom of the home page. Click on the small Breakthrough Resources link in the footer. The resource page is password protected. The password is "**legacy**". Name badge templates are for 3" x 4" inserts (Avery Name Badge Inserts 5392, six per sheet).

PLEASE NOTE: The PDF templates can be filled in with names on your computer **IF** you **download the template to your computer** and open it with [Adobe Reader](#). You will not be able to edit the templates if they are opened in your Web browser.

- ❗ Always triple check spelling!!!!
- ❗ If using a computer, use the largest font possible (60 pt) for first names. Last names, may be in a smaller type size (12-24 pt). Use black ink for maximum contrast. See the next page for specifics. (PDF templates come with pre-sized fonts in black).

If you have a participant whose name is too large to fit in the template, you may edit the font size using Adobe Acrobat. If you do not have Adobe Acrobat, you may purchase it [online](#) or contact Paul Perry at paulperrylives@gmail.com for assistance.

- ❗ After all the name badges have been made, number the tags on the back (in pencil) in alphabetical order. (This reduces the time needed to set up the badges in alphabetical order during the training.)

During the training

- ➔ Be prepared to create additional name badges at all times (have blanks on hand).
- ➔ Be prepared to collect and hold name badges as participants leave the room; use an attractive container, tray, or basket to collect name badges.
- ➔ At the beginning of each day, well before participants begin to arrive, set up the name badges on a table immediately outside the training room in alphabetical order.
- ➔ Collect name badges Saturday night at dinner break and don't return them until Sunday morning before the training.

After The training

- ➔ Collect all name badge holders and make sure they are returned to the sponsor for storage for future use at future trainings and workshops.