

## Northern Virginia Great Banquet – Guest Registration Procedure

When you (the guest) accepts an invitation to attend a Great Banquet Weekend, you are then required to apply to attend at [www.novagb.org](http://www.novagb.org). We no longer accept paper registrations; the guest must apply through the website.

Your sponsor should not complete the registration form for you. Registration includes personal information that should be filled in directly by you. The registrar is responsible for confirming all registrations with you directly. It is imperative that we have the most accurate information possible in order to prepare fully for each guest attending.

Once you have submitted the registration form, you will receive an automated response that the application has been received. Within a few days, you will then be contacted by the registrar informing you of the receipt of your application and will then confirm your registration. Once you have confirmed the application to attend, you will be placed on the roster, or if the weekend is full, you will be placed on the wait list.

Once you have confirmed your attendance, the registrar will send more detailed information. Your sponsor will receive an email alerting him or her that his or her guest will be attending.

The registrar may reconfirm your intent to attend again prior to the weekend.

### For waitlisted guests:

If a spot opens, the first on the waitlist will be contacted and will have up to 3 days to confirm attendance. If it is within a week of the scheduled banquet, less than 3 days may be given in order to fill the weekend to capacity. This will be at the discretion of the registrar, the Community Spiritual Director and the Community Lay Director. If there is a spot open within a few days of the scheduled banquet, the registrar may communicate with more than one guest at a time to fill the vacancy.

We have limited capacity to house and serve guests during great banquet weekends, and our intent is to be fair and just in upholding the mission of our community.