

Conference Gathering Planning and Assignment Worksheet

(To be shared with Conference Units and SWO Board Mentor)

DATE: _____ TIME: _____

PLACE: _____ COST: \$ _____

THEME: _____

THEME VERSE: _____

MUSIC/SONG LEADER: _____

THEME SONG: _____

MISTRESS OF CEREMONY: _____

(USUALLY CONFERENCE COORDINATORS)

MIXER/ICE BREAKER (IF DESIRED): _____

DEVOTIONS (TIME 10-15 MIN): _____

OUTREACH PROJECT SPEAKER: _____

OUTREACH PROJECT(S) Offering _____

BUSINESS MEETING: _____

(SYNOD BOARD MEMBER OR CO-ORDINATORS)

Election/Installation of Officers _____

Unit 'LOVE' Offering _____

*LUNCH: _____

KEYNOTE SPEAKER: _____

***WORSHIP/COMMUNION:** _____ **(usually host church)*

Bulletins _____

Song Leader/Music _____

(over)

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Ushers _____

Pastor _____

Offering Designation _____

UNIT OBLIGATIONS

REGISTRATION/PACKET/EVALUATIONS: _____

TABLE DECORATIONS & TABLE GRACE: _____

MORNING CONTINENTAL BREAKFAST: _____

OUTREACH PROJECT: _____

KEYNOTE SPEAKER: _____

LUNCH (host church): _____

PUBLICITY: _____

CPC Planning Committee Meeting REQUIRED for 30 minutes immediately following Spring Gathering.

UPDATED 4/29/15