

# Conference Gathering Planning and Assignment Worksheet

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## CONFERENCE SPRING GATHERING PLANNING GUIDE

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

GATHERING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_ REG 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) \_\_\_\_\_ ) \_\_\_\_\_

BUSINESS MEETING: \_\_\_\_\_

*(SYNOD BOARD MEMBER OR CO-ORDINATORS)*

*Election/Installation of Conference Leaders* \_\_\_\_\_

Unit 'LOVE' Offerings \_\_\_\_\_

\*\*LUNCH: \_\_\_\_\_

KEYNOTE SPEAKER: \_\_\_\_\_

\*WORSHIP/COMMUNION: \_\_\_\_\_

*Bulletins* \_\_\_\_\_

*Song Leader/Music* \_\_\_\_\_

*(over)*

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Ushers \_\_\_\_\_

Pastor \_\_\_\_\_

Worship Offering Designation (50% to churchwide Women of the ELCA; other 50% to the outreach project or charitable institution determined by Conference Planning Team) \_\_\_\_\_

## CONFERENCE CHURCH UNIT OBLIGATIONS

REGISTRATION/PACKET/EVALUATIONS: \_\_\_\_\_

TABLE DECORATIONS & TABLE GRACE: \_\_\_\_\_

MORNING CONTINENTAL BREAKFAST: \_\_\_\_\_

OUTREACH PROJECT: \_\_\_\_\_

KEYNOTE SPEAKER: \_\_\_\_\_

LUNCH (host church): \_\_\_\_\_

PUBLICITY: \_\_\_\_\_

\*reg fee should cover your anticipated expenses, including lunch

\*\*usually responsibility of the host church

## NOTES:

All checks (registration/offerings) should be made payable to Women of the ELCA – GCS. We encourage you to consider on-site last-minute registration as well.

If you desire to have on-line registration for your event, please contact the SWO President at [president@grandcanyonwomen.org](mailto:president@grandcanyonwomen.org). There is a small fee associated with each online registration and it will be part of your event expenses. The fee is \$.99 per registration plus 2.9% of the registration fee.

Wifi access along with a password is requested by the SWO Board President/V-Pres/Treas for the purpose of taking CC payments for any t-shirt sales as well as accepting offerings by CC. Wifi access also allows for immediate posting of photos/news from your event to our FB page.

Include somewhere in the program bulletin or at the beginning of your event a joint reading of the Purpose Statement of Women of the ELCA. You can find this Statement on our SWO website: [www.grandcanyonwomen.org](http://www.grandcanyonwomen.org)

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Contact the SWO Treasurer in advance for any honorariums or expense checks needing to be paid on the day of your event. Otherwise, those checks will be issued by the SWO Treasurer following your event.

Suggest a Planning Committee Meeting for 30 minutes immediately following Spring Gathering for initial planning for your next event. The goal is to close the event with a location and a potential date for the next event.

*April 2019*