

## Prairie Star District Annual Conference Web Site

### ***Check list of material to be posted***

Created July 2010

	<b>Materials Needed</b>	<b>Provided by</b>
	Awards Descriptions	Awards Committee
	Awards Nomination Forms	Awards Committee
	Deadline – submit Award nomination	Awards Committee
	Scholarships: how to donate, how to apply, who is eligible, deadlines	District Office
	Exhibit table policy	District Office
	Link to how to create banner	District Office
	Deadlines – apply for scholarships, accredit delegates	District Office
	Business Meeting: time, location, agenda, Nominating committee report, proposed budget, delegate counts, accrediting delegates,	District Office
	Accommodations – room sharing	District Office
	Creating online and paper registration forms	District Office
	Youth conference guidelines	District office
	Youth scholarships	District Office
	Conference hotel or conference center: Name, address, phone number web site	Local Arrangements Committee
	Logo	Local Arrangements Committee
	Initial Conference Flier (save the date type)	Local Arrangements Committee
	Final Conference Flier	Local Arrangements Committee
	Email and Phone numbers for conference information	Local Arrangements Committee
	Conference summary: 1-3 short, enthusiastic, inviting paragraphs	Local Arrangements Committee
	Information about conference city/area: Highlights including attractions for family members who might accompany conference attendees or those who might stay beyond conference, and links to local web sites with photos, maps, videos	Local Arrangements Committee
	Friday evening meal (if there is one) – time, location, cost ,description of food	Local Arrangements Committee
	Friday evening programming, entertainment, worship –	Local Arrangements

	times, descriptions	Committee
	Any special programming on Saturday – description, times	Local Arrangements Committee
	Saturday evening entertainment -- name, photo, bio, description, web site	Local Arrangements Committee
	Sunday worship – location, speaker,	Local Arrangements Committee
	Conference choir (if there is one) who can participate, how to participate, time of rehearsals, availability of music	Local Arrangements Committee
	Conference Schedule – times of all activities, add locations of activities as available	Local Arrangements Committee
	Conference meals: meals included in registration fee, times, special meals for particular age groups, just lunch option for recipients of awards and their guests	Local Arrangements Committee
	Table Topics : what are they , how to suggest one, hosts	Local Arrangements Committee
	Special assistance – types available (accommodations for limited mobility, hearing, vision), how to request	Local Arrangements Committee
	Transportation - to the conference: carpools, bus lines, airports, driving directions, etc	Local Arrangements Committee
	Transportation - with in the city: shuttle bus from airport, taxi service, transportation to remote conference locations, church, etc	Local Arrangements Committee
	Transportation – parking: where, cost	Local Arrangements Committee
	Bookstore (if there is one): where, when, types of books available	Local Arrangements Committee
	Exhibit Tables: schedule, location, types of exhibits	Local Arrangements Committee
	Exhibit Tables – Exhibitors: how to apply, cost, what is provided, size of tables, availability of electricity	Local Arrangements Committee
	Banner parade: when, where to bring banner, where banners will be displayed, when banners ready to pick up,	Local Arrangements Committee
	Photography notice – who to notify if concerns	Local Arrangements Committee
	Deadlines: registration, hotel reservations at conference rate, receipt of materials for packet, apply for exhibit table, receipt of child and youth permission forms, request home hospitality, cancel hotel reservations without penalty, cancel conference registration without penalty	Local Arrangements Committee
	Workshops – locations	Local Arrangements Committee
	Accommodations - conference hotel: rates, deadlines,	Local Arrangements

	reservations,	Committee
	Accommodations – alternative hotels: names, locations, rates, phone and web site	Local Arrangements Committee
	Accommodations – home hospitality (if available): how to reserve, donations, deadline	Local Arrangements Committee
	Venues - conference hotel, church, other venues: address, map	Local Arrangements Committee
	FAQ: What else do participants need or want to know?	Local Arrangements Committee
	Registration- Fees: Age groups, before and after early registration deadline, cancellation penalty	Local Arrangements Committee
	Registration – Deadlines: early, late, final online, final mail in, final final (walk-ins accepted?), child, youth, permission forms,	Local Arrangements Committee
	Registration – mail in: where to mail, who to make checks payable to	Local Arrangements Committee
	Questions for registration forms	Local Arrangements Committee
	Registration – Cancellation policy: dates, fees, who to notify	Local Arrangements Committee
	Youth: Special programs, program flier, permission form, meals	Local Arrangements Committee
	Children – Programming: description (field trips, activities, curriculum), times locations, staffing, permission forms, meals	Local Arrangements Committee
	Children - Child care: times locations, staffing, permission forms, meals	Local Arrangements Committee
	Conference Location: city and state	Program Coordinator
	Host congregation	Program Coordinator
	Dates of conference	Program Coordinator
	Conference Theme	Program Planning Committee
	Keynote speaker (part 1): name, photo, bio, speaker’s web site (if any)	Program Planning Committee
	Keynote speaker (part 2): topic, title of presentation, short description of presentation, recommended background reading(if any),	Program Planning Committee
	Judy Lecturer (part 1): name, photo, bio, speaker’s web site (if any)	Program Planning Committee
	Judy Lecturer (part 2): topic, title of presentation, short description of presentation, recommended background reading (if any),	Program Planning Committee
	Workshops – Sessions A, B, C – Titles, presenters, descriptions	Program Planning Committee
	Friday Pre-Conference Workshop - time, location, topic, description, speaker, cost	Social Justice Network, GRACE

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