

Seasons of Refreshing Host Chapter Check List

A Checklist for a Successful Seasons of Refreshing Conference:

BEFORE THE CONFERENCE:

1. Please keep expenses to a minimum to ensure that the income received will cover the total cost of the event (including CMA Canada's expenses for staff travel, etc.). In this regard, please note that all equipment purchased must be usable for future events, and all expenses over \$100 must be pre-approved by CMA Canada before making purchases, or bookings.

2. Reserve the facility. You need to see this place to make sure it is adequate for the number of people you expect. Then be sure to send them a letter of confirmation listing the dates and times, to ensure that there is no last minute mix-up in communication.

3. Assign Personnel:

a. Registration Table: There should be 2 people at this table at least 30 minutes prior to each session each day. Registration fees are: \$15 per adult, \$7 for teens 13-17, and free for children 12 and under. Each adult and teen registration receives a pin while quantities last (preference is given to those who have pre-registered). These registration fees help cover the costs of materials used at the conference and for traveling expenses for the staff to be there.

b. Billeting Arrangements: Have someone find billets before the Seasons for out of town guests, and a couple of people to assign people to their billets. Place the billeting table next to the registration table so people can pick up their billets after they have registered.

c. Goodies Sales: Have volunteers available to assist the goodie sales people when and where necessary. There should be an area set aside for goodies tables where there is plenty of room for people to mill around, and a separate smaller table for the cashier to work from.

d. Coffee & Snacks: Have a few of your local members set up coffee and to donate or "collect" baking for coffee breaks. These people should make sure that the snack area is kept clean and stocked during breaks and before sessions.

e. Lunch: If they are willing, have your chapter organize a lunch for a set fee to cover costs of putting it on (expenses for this are not covered by registration fees). Ask the local church if they have a group willing to cater the luncheon as a fund raiser.

f. Children's Ministry: Even if children do not normally attend Seasons in your area, find someone willing to care for children (12 and under) for the weekend. Provide this person with a designated area to care for the children. A criminal check, including a vulnerable persons search will need to be provided to CMA.

4. Have a "Love Can" available at the registration table for donations to CMA Canada.

DURING THE CONFERENCE:

Always be alert to the needs that may arise and be ready to assist at all times. In order to cover the material in a short time, please allow the CMA evangelist to oversee the sessions.

AFTER THE CONFERENCE:

1. Make sure the location is left in the proper order.

2. Complete and send in the Finance report form along with payment for funds received to CMA Canada, Box 521, Red Deer, AB T4N 5G1 within 2 weeks of the conference, regardless of Profit or Loss. Also include a copy of the registration list and receipts for all expenses.

Thank you for your willingness to take on this vital task that will help ensure that this year's Seasons of Refreshing will be a great success.

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