Suggested Committees:

Registration

Registration table personnel

* 1. Record check-in and out
	2. Folders

Basic contents -

Agenda

Facility map

Name badges

Meal/drawing tickets

Handouts – speaker, regional, Catholic items

Promotional materials & future event flyers

3. Sale / Donation Items

Maintain attractive display,

Money container for sale items

Donation basket for presenter

1. Recycle Baskets for Name Tags
2. Survey Baskets – Collect evaluations

 **Facility / Host Committee** - Greet all & provide direction and assistance

* 1. Special needs provisions
	2. Assistance to Rooms
	3. Provide area and necessary set up for vendors
	4. Table Set Up – ensure all necessary tables, chairs are set up and taken down after the event

**Presenter** –

1. Coordinate communication with presenter/priest
2. Check “Letter of Suitability” beforehand
3. Travel arrangements
4. Meet & greet
5. Special accommodations – dietary or physical
6. Coordinate agenda approval of their portion of the agenda
7. Handouts needed
8. Request digital copies for website
9. Donations from members – basket, announcement
10. Thank you, card, – gift?

**Liturgical -**

1. Coordinate with priest/presenter- Masses, special ceremonies, talks, etc.
2. Assign – support personnel - readers, Eucharistic ministers, gift bearers, ceremony / procession participants (remembrance of region’s dead, etc.)
3. Music – cantors, songs, musicians, copies of songs, special prayer songs

**Technology** –

* + - 1. Facility Resources – Availability of Wi-Fi & password, presentation media.
			2. Does facility have special requests?
			3. Assign personnel to set up and take down equipment – let them know time and place
			4. What equipment must we provide? Microphones, projectors, screens, speakers, computer

Financial –

* + 1. Budget
		2. Registration forms
		3. Communicate with members/others about costs and arrangements
		4. Vendors – others who will have sale items
		5. Collect monies from individuals, sale items
		6. Coordinate donation monies to presenter, special personnel assistants with appropriate REC personnel
		7. Deposit money
		8. Report to REC

Publicity

1. Registration forms & flyers
2. Regional Newsletter
3. Coordinate publicity with Web Master
4. Publicity to diocesan publications / newspapers, parish announcements/ web

Signage –

1. Create Signs for local site
2. Set up and take down signage at local site – inside & out
3. Label break out, presentation, social & dining rooms

Name Badges (include host and safety committee members)

**Appoint Regional Gathering/Retreat Chairperson**

Suggested Committees:

 Registration

1. Registration table personnel
	1. Record check in and out
	2. Folders

Basic contents -

Agenda

Facility map

Name badges

Meal/drawing tickets

Handouts – speaker, regional, Catholic items

Promotional materials & future event flyers

1. Sale / Donation Items

Maintain attractive display,

Money container for sale items

Regularly collect money from baskets,etc

Donation basket for presenter

1. Recycle Baskets for Name Tags
2. Survey Baskets – to collect evaluations

 Host Committee - Greet all & provide direction and assistance

* 1. Special needs
	2. Directions to Room
	3. Provide area and necessary set up for outside vendors
	4. Table Set Up – ensure all necessary tables, chairs are set up and taken down after the event

Presenter –

1. Coordinate communication with presenter/priest including Letter of Suitability
2. Travel arrangements
3. Meet & greet
4. Hospitality Basket
5. Special accommodations – dietary or physical
6. Coordinate agenda approval of their portion of the agenda
7. Handouts needed
8. Request digital copies for website
9. Donations from members – basket, announcement
10. Thank you card or gift?

Liturgical -

1. Coordinate with priest/presenter- Masses, special ceremonies, talks, etc.
2. Assign – support personnel - readers, Eucharistic ministers, cantors, music, gift bearers

Technology –

* + - 1. Facility Resources – Availability of Wi-Fi, presentation media, screen, sound, microphone, audio equipment
			2. Does facility have special requests?
			3. Assign personnel to set up and take down equipment – let them know time and place
			4. What equipment must we provide? Microphones, projectors, screens, speakers, computer, etc.

Financial –

* + - Budget
		- Registration forms
		- Communicate with members/others about costs and arrangements
		- Vendors – others who will have sale items
		- Collect monies from individuals, sale items
		- Coordinate donation monies to presenter, special personnel assistants with appropriate REC personnel
		- Deposit money
		- Report to REC

Publicity

1. Registration forms & flyers
2. Newsletter
3. Coordinate publicity with Web Master
4. Publicity to diocesan publications / newspapers, parish announcements/ web

Signage –

1. Create Signs for local site
2. Set up and take down signage at local site – inside & out
3. Label break out, presentation, social & dining rooms

Hospitality –

1. Greeters - assist members in locating rooms
2. Bag carriers & help for those with special needs

Safety Committee

* + - 1. Obtain medical phone numbers
			2. Represent group to emergency personnel
			3. Coordinate information about emergency exits for fire/tornados/etch with local facility
			4. Have access to member medical information for emergency personnel – know location of this info
			5. Assist members who have medical emergencies – ambulances, fire department

Hospitality –

1. Greeters - assist members in locating rooms
2. Bag carriers & help for those with special needs
3. Snacks/Treats (co-ordinate with Catering/Food Committee)

Catering/Food -

1. Enlist Caterer, Check Prices for meals, snacks, variety
2. Purchase items brought in from local stores
3. Drinks
4. Make efforts to ensure that those with special dietary needs are accommodated
5. Check serving areas – event room, cafeteria, etc.