2011 Women's Retreat Operations Chart

2011 Woman's Retreat

> November 18-20 2011 Marriott Dallas Solana Guest Speaker

Kathy Peters

Denise

Oversee Retreat Planning Contact Guest Speaker

Make Retreat Announceme nt

"MC" Retreat

Laura

Contact/ Reserve Retreat Site

Planning Calendar, Decorations/ graphics/ nametags

Finalize BEO/ Rooming List Group Checkin, Help "MC" Becca

Worship

Worship Team Chris

Sound

Record Teachings

Kath

- · Laura's Back-up
- Bulletin Announcements
- Retreat Planning Party
- Compile Rooming List
- Operations/ Emergencies
- Meeting Room Set-Up/ decorations

Cheryl

- Info Sheets, Forms, Letters,
- Follow up with sister Calvary's
- Assign Prayer Counselors with Denise.
- PC meeting @ retreat
- Hospitality Table

Debby

- Skit
- Quiet Time Workshop
- Book Table/ Book Reviews
- Booklet & evening devotions
- Nametags W/ Laura

Kelly

- SkitRetreat Planning Party
- Registration @ Church
- Meeting Room Set-up/ decorations
- Retreat Registration

Valer

- Kathy's Operations Backup
- Prayer Meeting 11/13
- Morning Prayer @ retreat
- Group Check In
- Retreat Registration

Pam

- Registration Spread Sheet
- Registration Cards
- Registration Card Binder
- Payment Due Notices
- Meeting Room set up/decorations

Crist

- Remembrance Gift
- Afterglow Set-up
- Communion supplies and servants.
- Meeting room set up /decorations
- · Clean up crew