

Template/Guidelines for District Meeting



Theme: _____

Host County: _____

When/Where: _____

Directions: _____

Address: _____

Registration: deadline _____, RSVP to: _____

Agenda Timeline: *add start/end times*

Registration & Fellowship: _____

Welcome: State Committee Rep. _____

Devotion _____

Pledge: _____

Keynote Speaker or other activities: _____

Title of activity of speaker title/theme _____

District Chair intro to Program of Work – Staff Report (30 minutes)

Lunch

After Lunch Activities: _____

Adjournment: _____

County Assignments: (registration table, auction check in, program speaking parts)

Program handout: created by county or created at state office? _____

AITC Auction and/or Raffle: live/silent/both/raffle/none _____

Audio/Video needs: (staff will supply projector, screen, public address system if needed – will need small table for projector)

Dollars for Dinner (Need buckets from state office?) _____ yes _____ no

Lunch Expenses: Cost per person \$ _____ Check made payable to:

Other: _____

(\$600 budgeted for each District meeting)