

Program Planning Guide

A. Clinicians/Liaisons

1. Choral
2. Organ
3. Worship
4. Handbell
5. Emerging/Contemporary Worship
6. Youth/Children

B. Options

1. Youth/Children
2. Liturgical dance
3. Contemporary
4. Hands on Art
5. Service
6. Worship Planning
7. Reading Sessions
- 8.
- 9.

C. Chapel choir

- Accompanist:
- Director:

D. ADM Chorus accompanist

E. Worship musicians

- 1.
- 2.
- 3.
- 4.

F. Vendor Liaison

G. Vendors/contact information

1. Bells
2. Choral Music
3. Worship/Study Material
4. Other

H. Voicer Editor

I. First-timers coordinator

J. Photographer

K. Recording technician

L. Evening programs

- 1.
- 2.
- 3.

M. Free afternoon options

- 1.
- 2.
- 3.

Site Selection Needs (See Site Selection Document)

Workshop Site Information

1. Events coordinator:

Who should be contacted for unlocking/lights/equipment?

2. Food service:

- How are diners identified?
- Will a cashier be available for day registrants?
- What is cost of single meals?

3. Housing:

- Adequate supply of sheets/towels/pillows/toilet paper, etc. should be readily available.
- All beds should be at lowest level.
- Contract should include a day in advance walk-through to approve each room and one another at the end to clear ADM's liability.
- Dorm facilities need to be available TWO nights in advance of registration for lead team for 15-25 (council, program team, early arrivals).
- Internet access (or internet cafe/library on campus)
- Is a printing service available?

4. Security:

- How do you get in and out of dorms?
- Who do you call to get into rooms for workshops, concerts, etc?

5. Rooms/activity areas

- Registration/hospitality area
- Church:
 - Key to organ
 - Availability for options, worship, and practice time
- Performance space
- Classrooms
- Council needs
- Lockable room big enough for 15
- Access to copy machine

7. Shuttle service:

- Does the facility have a group that can be paid to bring people to and from the airport?
- Car pooling coordination?
- Local churches with volunteers and vans?

8. Message center:

- Where can messages be left for conferees?
- Where can lost items be dropped off/picked up?