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
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?