

FALL GATHERING GUIDELINES FOR PRESBYTERIAN WOMEN

HOST CHURCH RESPONSIBILITIES:

1. Determine the persons to oversee the following responsibilities:
 - Receive reservations for the luncheon.
 - Prepare sign-in sheets with name of church and town.
 - Register attendees on Gathering day. Collect luncheon money (have change available).
 - Prepare name tags for attendees previous to Gathering day.
 - Prepare name tags for host church women that designate they are hostesses.
 - Plan the menu and serve lunch at a cost of up to \$8.50 to attendees.
 - Provide table decorations.
 - Make seating arrangements for luncheon.
 - Assign a cleanup crew.
 - Make signs to locate the registration area, restrooms, nursery, dining area and display table area.
 - Prepare to serve coffee, juice, and your choice of muffins etc. as attendees register.
 - Have greeters assigned to entrance to building.
2. Provide an organist/pianist.
3. Provide a nursery attendant if needed.
4. Check sanctuary for hymnals, lighting, and microphones. Have any materials requested by speakers available. Have a sound system person available during the meeting.
5. On the day of the Gathering, have two tables available: one for sign-in sheets and one to receive luncheon money and name tags.
6. Be sure to give the sign-in sheets (or copies of same) to your Cluster Leader.
7. Remember your Cluster Leader is ready and willing to assist you in any way.