

Spring Gathering Guidelines for Presbyterian Women Host church Responsibilities

1. Determine persons to oversee the following responsibilities:
 - Receive Reservations for the luncheon.
 - Prepare sign-in sheets with name, church, town, email, PW office if any.
 - Register attendees on Gathering day. Collect luncheon money (have change available).
 - Prepare nametags for attendees previous to gathering day.
 - Prepare nametags for host church women that designate them as hostesses.
 - Plan menu and serve lunch at a cost not to exceed \$8.50 per person.
 - Provide table decorations
 - Make seating arrangements for luncheon
 - Assign cleanup crew
 - Make signs to locate the registration area, restrooms, nursery, dining area and display table area
 - Prepare to serve coffee, juice, water, and choice of muffins etc, as attendees register.
 - Have greeters assigned to entrance to building
2. If possible include other churches in the area to help with the Gathering
3. Provide an organist or pianist and it is nice to provide special music i.e.: voice, instrumental, liturgical dance. Provide ushers and persons to receive the offering
4. Provide a nursery attendant if needed. (Presbytery will cover cost.)
5. Check sanctuary for hymnals, lighting and microphones. Have any materials requested by speakers available. Have a sound system person available during the meeting.
6. On the day of the gathering, have at least two tables for registration - do there will not be a bottleneck.
7. Be sure to save the sign-in sheets – or copies- to the Presbytery PW Moderator.
8. Provide space as needed for display tables – Presbytery PW moderator will help with the decision of how many.
9. Remember your PW Moderator and Coordinating Team is ready and willing to assist you in any way.