

## Host Congregation Coordinator

The Host Congregation Coordinator is responsible for preparing the site and related functions such as lunch and registration. It is envisioned that this coordinator would recruit individuals to chair the refreshment and lunch functions, the set-up and clean-up activities, the audio-visual equipment needs, and the registration table. The coordinator will

- Solicit registration estimates from the congregation coordinators to determine space and food requirements.
- Provide an estimate the costs of food and packets to the circuit convocation team as requested.
- Recruit volunteers to provide refreshments and lunch.
- Ensure that all food and supplies are available.
- Recruit volunteers to man the registration table.
- Ensure room, lunch and registration set ups are in place and that needed equipment (computer with PowerPoint, projector, screen, extension cords, power strip, microphone, etc.) is in place. (See [Facilities and Equipment](#))
- Ensure that information for the registration packets is printed, assembled, and available at the registration table.
- Ensure that facility is opened and ready for traffic at least one hour before the start of the convocation.