

UNIT HOSTESS RESPONSIBILITIES

Chairpersons/Coordinators are needed for each of the following areas

Registration

Local Name Tags

Publicity

Local Photographer

Program Resource Room

Ribbon Sales

Packets/Goodie Bags

Fellowship Coffee

Noon Meal

Music

Communion /Offering

Sound System

Room Assignment

Women to be guides

Find Chairperson for each committee

Work with the Conf. Program Committee and especially the conference Vice-Pres. "Welcome" to other districts, ministers, visitors at beginning of Conf.

Annual meeting

Things in () apply to districts only

REGISTRATION

Chairperson - as this person will receive checks, many times this is your treasurer

Committee:

Time of registration is _____ to _____

Chairperson will receive registration with money.

Committee will be present at registration tables to hand out packets

Packet chairperson, _____, will need names and addresses of those registered for the packets.

Packets for (District and) Conference officers should be in a separate box for distribution the day before during the afternoon of the executive meeting.

Conf. (District) VP will want a report on attendance. It is nice to have a broke out list of how many are from which district (unit) as well as a total number.

LOCAL NAME TAGS

Chairperson:

Committee:

Make name tags for everyone including each local woman and Ministers who will be assisting in any capacity.

Please be at the church by 20 minutes before registration begins to give out the name tags.

Need to get a list to Conference (District) VP of all local persons attending the meeting. -- Can be with the master list.

PUBLICITY

Chairperson:

Committee:

Signs are as follows:

Registration

Program Resources

Restrooms

1 Men's

All others Ladies

One for each Focus Group

Make promotional posters for your church.

Lunch tickets are optional and can be included with packets.

Consult with Communications Coordinator and see who is going to write press releases

Send news releases to local TV and radio stations

Consider radio and/or TV appearances, especially on Christian radio station.

Write a follow up news story after the meeting.

Contact local paper photographer about taking picture suitable for publicity.

LOCAL PHOTOGRAPHER

Chairperson:

Consult with Historian concerning those pictures to be used in scrapbook.

Take pictures of the local UMW preparing for meeting for local history book.

Continue through the entire meeting, including clean up.

Buy album for pictures and written publicity.

Hand album down to next years church hosting annual meeting.

Albums eventually back to the host church for their history.

PROGRAM RESOURCE ROOM

Chairperson:

Committee:

Arrange for at least 6 tables in the assigned room for literature.—Large room.

Consult with Program Resource person to see when she plans to set up her room. Usually it is done the afternoon before meeting. She will need 4 persons to assist with set up/carry in of literature. Also, this committee helps with sales during the meeting and helps to pack up at close of meeting.

PACKETS/GOODIE BAGS

Chairperson:

Committee:

Assemble packets – around 200 – depends on registration.

Suggested contents of packets:

1. Floor plan of church-in program book
2. Agenda -- can be copied on outside of packet
3. Tourism information (Chamber of Commerce)
4. Inspirational items (bookmarks, copies of poems, etc.)

The final decision about content of packet is made by the committee.

Work with registrar for individual names on packets.

Registration committee might put names on the packets after your committee assembles them.

Assemble all packets with same items in each.

On each packet put unit name (or town name) and persons name under.
Group units together and alphabetize by district (towns) or whatever works.

Program Resources person can order packets from Service Center. Talk with her so that they can be gotten in plenty of time. Scratch pads can also be ordered from Service Center through the Program Resource person or can use scratch pads from local businesses or church. (only if you do not have other packets)

FELLOWSHIP COFFEE

Chairperson:

Committee:

For all who attend the meeting after they register. Served all during registration. Prepare for 200. Ask other local units to help make refreshments or they can be in charge of this completely.

Arrange table to serve.

Prepare beverages – coffee, juice, and/or tea

Serve rolls, quick breads, fruit or whatever; just remember to include and mark sugar free items.

Have paper products cups, napkins and spoons as well as visible trash cans.

FRIDAY EVENING MEAL

This varies from year to year and district to conference

Chairperson:

This is for everyone that would like to attend.

Prepare for 100 to 150.

Can be prepared and served by other local unit or catered. Present bill to Conf. (Dist.) treasurer. Set the price before Registration goes out.

Entertainment after the meal can be provided. Some special talent that your church can provide. Doesn't have to be long. Around 20 minutes.

NOON MEAL

Chairperson:

Committee:

Plan for 200 or if you can wait until registration comes in, you will get a better idea of how many to serve. We have been averaging around 150.

Plan menu – consider that you are feeding mostly ladies, it is a luncheon and to some, cost is a factor.

Conference (District) Vice President will need to know how much you are charging so that it can be included on registration by the time the newsletters come out in the summer so it can be included. Registration fee is only charged to cover the cost of the noon meal and/or Friday night banquet.

COMMUNION/OFFERING

Chairperson:

Communion is usually taken at the last part of the afternoon session.

Responsible for getting minister (can be your local minister, visiting minister or both) to serve communion.

Prepare elements for 200.

Meet with communion minister to “walk” through procedure for serving ahead of time.

If you are having a visiting minister serve communion you need to invite them to spend the day. If they choose to, add their name to the lunch count and Conference (District) pays for their meal.

Offering is usually taken in the afternoon. Usher will take and count offering. Report to Conference (District) treasurer after the business meeting is completed.

MUSIC

Consult with Conference (District) Vice President for her suggestions.

Use as much local talent as possible. Suggestions are: bell choirs, soloists, school groups, etc.

Will probably need:

- Organist for prelude and postlude

- Quiet music during communion

- Offertory music (can be soloist)

- Special number(s)

- Song Leader