

May 2007 Washington, DC Area AiG Conference

Monthly Meeting of Local
Committee

March 30, 2006

Agenda

- Devotion
- Introductions
- Current Status
- Conference Site
- Financial Arrangements
- Timeline
- Local Committee Positions
- Wrap-up/Action Item Review

Devotion

Introductions

Current Status

- Conference not yet confirmed; to be official requires:
 - A Conference date - either May 18-19 or May 20-22 2007
 - A local committee to be formed with at least three members - done
 - A proper site to be chosen - in progress
 - A Commitment letter to be signed by AiG and local committee chairman and co-chairmen

Conference Site Requirements

- A large auditorium ideally seating 2000+ that can be darkened, with a ceiling 24 ft high at the stage
- Ample parking for cars and (buses) for the Student Meeting and Conference
- Ample space near the flow of foot traffic for setting up 20-30 book tables
- An additional large room seating 96 children behind tables for a Children's Workshop
- If the Conference site is a church, the church leadership should be fully behind it

Potential Conference Sites

- Christian Fellowship Church - Sterling, VA – seats 1800 or 2300 (?)
- Covenant Life Church - Gaithersburg, MD
- National Church of God - Ft. Washington, MD
- Immanuel's Church - Silver Spring, MD
- Word of Life - Springfield, VA – seats 1800; small parking lot
- Immanuel Bible Church – seats 1400; small parking lot

Financial Arrangements

- Local Committee pays for:
 - Cost of Christian Leaders' Meeting (CLM) - about \$9000
 - Airfare, meals and lodging for AiG speaker and AiG representative for the CLM
 - First-class postage for CLM invitations
- AiG pays for the Conference expenses

Time Line

- Local Committee finds a host church for Conference - May, 2006/AiG secures location
- Local Committee sends Commitment Letter and list of Local Committee members to AiG – Jun 2006
- Local Committee formulates CLM/Local Committee Budget – Jun 2006
 - Est. CLM cost – \$9000
- Local Committee to raise financial support for CLM
 - Get CLM inputs, at least in part, into church budgets – Aug 2006
 - Remainder of CLM funding to come from Local Committee contributions

Time Line (Cont'd)

- Local Committee with AiG assistance finds Christian radio or TV stations to co-host - Aug 2006
- Local Committee Chairman attends another AiG Conference - Aug 2006
- Local Committee sends list of names and addresses of Bible-believing pastors and other Christian leaders in EXCEL file to AiG; send separate list of all Christian schools and home school associations - Dec 18, 2006
- Local Committee finds a backup video projector for Conference - Dec, 2006
- Local Committee installs a special, designated phone line for the CLM and the AiG Conference - January 18, - 2007

Time Line (Cont'd)

- Local Committee, with AiG assistance, finalizes radio/TV co-hosts for Conference brochure - Feb 1, 2007
- AiG mails CLM invitations to pastors/other Christian leaders - Feb 19, 2007
- AiG sends radio spots to Christian Radio stations that will support the Conference - Feb 21, 2007
- Local Committee follows up CLM invitations with a phone call reminder - Feb 26, 2007
- AiG prints and sends Conference brochures to local committee - Feb 26, 2007
- Local Committee complete fund raising for the CLM - Mar 5, 2007

Time Line (Cont'd)

- Local Committee makes another follow-up phone call to CLM respondents - March 22, 2007
- AiG contacts the CLM caterer with the final reservation count - May 23, 2007
- Hold CLM - Mar 27, 2007
- Local Committee stores books/tapes/DVDs left over from the CLM until the May 18-19 Conference - March 27, 2007)
- AiG mails flyers to all Christian schools in the area promoting the SM - Mar 19, 2007
- Local Committee enlist as many pastors as possible to show the AiG video/DVD and distribute brochures in their churches - Mar 28, 2007

Time Line (Cont'd)

- Local Committee helps coordinate the Student Meeting, including taking reservation on a local phone line for groups of 25 or more - Mar 28, 2007
- Local Committee lines up interviews on talk shows (Christian first priority) for the days preceding the Conference) - Mar 28, 2007
- Local Committee promotes the Conference through all available Christian media (including radio spots) - Apr 4, 2007
- Local Committee finds churches for AiG speakers for morning worship services on Mar 20, 2007 - Apr 4, 2007

Time Line (Cont'd)

- Local Committee Student Meeting manager composes a seating chart for school groups - May 15, 2007
- Local Committee arranges transportation for AiG speakers from/to airport, radio/TV interviews, and churches - May 15, 2007
- Local Committee sets up A/V equipment and book tables - May 17, 2007
- Local Committee collects leftover Conference brochures to be distributed to students at Student Meeting - May 17, 2007
- AiG Conference - May 18-19, 2007; Local Committee staffs phones during Conference

Local Committee Positions

- Chairman - Ron Reese
- Co-Chairmen - Chap Gleason and Jim Shipe
- Church Manager - Chap Gleason
- County Coordinators
 - Fairfax County, VA - (25 callers needed)
 - Arlington County/Alexandria, VA - (4 callers needed)
 - Prince William County, VA - (6 callers needed)
 - Loudoun County, VA - (5 callers needed)
 - Fauquier County, VA -(4 callers needed)
 - Culpeper/Rappahannock County, VA - Tad Butler (3 callers needed)
 - Spotsylvania County/Fredericksburg, VA -
 - Stafford County, VA - (4 callers needed)
 - King George County, VA -
 - Clarke County, VA - Rachel Mickahail

Local Committee Positions (Cont'd)

- County Coordinators (Cont'd)
 - Montgomery County, MD - Fred Pearce (28 callers needed)
 - Prince Georges County, MD - (35 callers needed)
 - Howard County, MD -
 - Anne Arundel County/City of Annapolis, MD - Diane Smith
 - Baltimore County/City of Baltimore (?)
 - Charles County, MD - (5 callers needed)
 - Calvert County, MD -
 - St. Mary's County, MD -
 - Frederick County/City of Frederick, MD - Denise Cofer (11 callers needed)
 - District of Columbia -
- Minority Church Manager -
 - African American Church Manager - (44 callers needed)
 - Chinese Church Manager - Willie Wong

Local Committee Positions (Cont'd)

- Equipment Manager - Steve Tecklenberg/Jay Auxt
- Transportation Manager -
- Facilities Manager -
 - CLM - Dave and Gail Britt
 - Student Meeting and Conference - Karen Jones
- Publicity Manager -
- Telephone Manager -
- Volunteer Managers
 - Prior to CLM -
 - CLM and Conference -Bob and Chris Loop
- Student Meeting Manager - Frank Strickland
- Prayer Manager -
- Website Manager - Tim Smith

Next meeting

April 27, 2006, 7:00-9:00 PM

Centreville Baptist Church