

May 2007 Answers in Genesis Washington, DC Area-wide Conference Timeline<sup>1,2</sup>

1. Local Committee finds a host church – complete
2. AiG and Local Committee Chairman/Co-chairmen sign Commitment Letter – complete
3. Church and AiG sign Letter of Agreement – complete
4. Local Committee secures Christian Leaders Meeting (CLM) site – complete
5. Updated Strategy formulated and agreed to by AiG – complete
6. Local Committee formulates CLM/Local Committee Budget – complete
7. Recruiting of Committee Members and List Builders/Phone Callers  
[Responsibility: Ron Reese, Chap Gleason, Jim Shipe, Cris Loop, County Coordinators] – emphasis of July and August Meetings – still in progress
8. Local Committee [Responsibility: all Local Committee members] attempts to get support for CLM in church budgets – Aug 2006
9. Local Committee [Responsibility: Joe Wang] feeds contact information to AiG on Christian radio or TV stations to co-host – start Aug 2006; co-sponsors must be locked in by Jan 31, 2007
10. Building of Mailing List [Responsibility: Chap Gleason and County Coordinators] – Aug, Sep, and Oct 2006; target completion date Nov 16, 2006
11. Local Committee [Responsibility: Ron Reese] reviews draft Conference brochure– Sep 15, 2006; forward comments to AiG by Oct 15, 2006
12. Local Committee [Responsibility: Chap Gleason] e-mails Christian Schools asking them to place the Conference on school calendars; use various methods to ask churches to place the event on their calendars– Nov 1, 2006

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<sup>1</sup> Items in red denote added items and changes in dates of items listed in detailed time line listed in the back up slides of the July 27, 2006 Local Committee Meeting Presentation, AiG Conference Presentation 7-27-06 Final.ppt

<sup>2</sup> Items in blue denote items added since September 19, 2006.

13. Internal target for the Local Committee [Responsibility: Chap Gleason] to complete list of names and addresses of evangelical pastors and other Christian leaders in EXCEL file and send to AiG – Nov 16, 2006
14. Local Committee [Responsibility: Chap Gleason] sends list of names and addresses of evangelical pastors and other Christian leaders in EXCEL file to AiG; send separate lists of Christian schools and statewide home school associations – Dec 18, 2006
15. AiG pays CLM caterer first \$500 deposit – Jan 1, 2007
16. Local Committee [Responsibility: Chap Gleason] e-mails a PDF copy of the Conference brochure to churches and Christian Schools and asks that the Conference be placed on their calendars - Jan 30, 2007
17. Local Committee [Responsibility: Jeremy Gibson] installs a special, designated phone line for the CLM and the AiG Conference - Jan 18, 2007
18. AiG with Local Committee [Responsibility Joe Wang] assistance, finalizes radio/TV co-hosts for Conference brochure – Jan 31, 2007 (can add stations that will run free spots after this time, but they won't receive credit in the Conference brochure)
19. AiG mails CLM invitations to pastors/other Christian leaders – Feb 12, 2007 (allows 3-10 days for postal delivery)
20. Local Committee conducts calling on two Saturdays, for counties without callers [Responsibility Chap Gleason]– February 17 and February 24
21. AiG sends radio spots to Christian radio/TV stations that will support the Conference – Feb 21, 2007
22. Local Committee [Responsibility: County Coordinators] follows up CLM invitations with a phone call reminder - Feb 22, 2007; calling to complete March 5, 2007
23. AiG prints and sends Conference brochures to local committee - Feb 26, 2007
24. AiG pays CLM caterer second \$500 deposit – Mar 1, 2007

25. Local Committee [Responsibility: Jim Shipe] completes fund raising for the CLM – Mar 5, 2007
26. AiG sends possible second notification of Christian schools via e-mail and PDF copy of brochure - Mar 15, 2007 [AiG to confirm]
27. County Coordinators notify Local Committee Chairman of first meal count of CLM attendees – Mar 17, 2007
28. Local Committee [Responsibility: Ron Reese] notifies AiG of the first meal count of CLM attendees – Mar 19, 2007
29. AiG contacts the CLM caterer with the contract-required reservation count (one week in advance of the CLM) – Mar 20, 2007
30. AiG ships a pallet of books, tapes, and DVDs to the CLM site – Mar 20, 2007 [AiG will call Local Committee if help is needed at the receiving end; usually it is not a problem for the host site to store my pallets until setup.]
31. Local Committee [Responsibility: County Coordinators] makes follow-up phone call to CLM respondents – Mar 23-24, 2007
32. County Coordinators notify Local Committee Chairman of final count – 6:00 PM Mar 24, 2007
33. Local Committee notifies AiG of the final count of CLM attendees – evening of Mar 24, 2007
34. AiG contacts the CLM caterer with the final reservation count – AM Mar 26, 2007
35. Hold CLM - Mar 27, 2007
36. Local Committee collects leftover Conference brochures to be distributed to students at Student Meeting - March 27, 2007
37. Local Committee [Responsibility: Jim Shipe] stores books/tapes/DVDs left over from the CLM until the May 18-19 Conference - Mar 27, 2007 (items to be stored at Jim Shipe's house)

38. Local Committee [Responsibility: Frank Strickland] helps coordinate the Student Meeting, including taking reservation on a local phone line for groups of 25 or more - Mar 28, 2007
39. Local Committee [Responsibility: Ron Reese, Chap Gleason, and County Coordinators] enlists as many pastors as possible who didn't attend the CLM to show the AiG promotional DVD, distribute brochures and post posters in their churches – Mar 28-May 11, 2007
  - By e-mailing and limited phone calls, try to get evangelical churches that support a literal Genesis and didn't have representatives at the CLM to distribute brochures, post Conference posters, place articles in bulletins, show 3-5 minute promotional DVD, and otherwise promote the Conference
39. AiG ships books, tapes, and DVDs to the host church – May 11, 2007 to arrive May 15, 2007 [AiG to ask host church if they will need Local Committee help at the receiving end].
40. Local Committee participates in Conference set up [Responsibility: Karen Jones], picking up AiG personnel at the airport and to and from hotel and in transporting Ken Ham to any scheduled talk show interviews [Responsibility: Gene Seiberlich] – May 17, 2007 [usually interviews are handled by phone and pre-recorded. This is an area that is in flux as the Christian radio media is changing.]
41. AiG Conference - May 18-19, 2007; Local Committee [Responsibility: Jeremy Gibson] staffs phones during Conference
42. Conference – May 18-19, 2007; Local Committee participates in: Student Meeting, including distributing leftover brochures from CLM [Responsibility: Frank Strickland]; registration [Responsibility (TBD)]; book sales [Responsibility (TBD)]; and ushering (inside and outside)/parking lot attendants [Responsibility (TBD)]; and Creation Adventure Workshop [Responsibility: (TBD)], and provides transportation between hotel and host church for AiG personnel [Responsibility: Gene Seiberlich]. Host church may possibly provide ushers.

Local Committee [Responsibility: Ron Reese] to discuss with church whether they intend to supply and ushers, inside and outside, and parking lot attendants).

43. Local Committee assists in setup, book sales, and takedown [Responsibility: TBD] and transportation of Conference speakers to/from churches where they will be speaking at Sunday services, and in returning AiG personnel to the airport [Responsibility: Gene Seiberlich] –May 20, 2007