

# 2021 NATIONAL CONFERENCE COMMITTEE

## MINNEAPOLIS, MN

**The success of the 2021 TCN National Conference depends on the involvement and participation of volunteers who serve on various committees. We would love for you to be a part of the 2021 Conference Support Team! Please mark the areas where you have an interest in serving. Prioritize your choices (1, 2, 3...etc.).**

- \_\_\_\_\_ **Program Team** – Purpose: To work with local support team in collecting names of speakers and work with CEO in enlisting keynote and workshop speakers. **(Time commitment: primarily in fall)**
- \_\_\_\_\_ **Exhibit Team** – Purpose: To work with Exhibit Hall Chair to staff greeters at entrances, facilitate exhibit hall activities, or in any way assist the chair.
- \_\_\_\_\_ **Facilities Team** – Purpose: To work with the Facilities Chair to install all proper signage and assist attendees in knowing where things are and where to go. The Facilities Chair will schedule shifts for members to be a visible presence throughout the convention and assist our attendees, particularly on the first day.
- \_\_\_\_\_ **Fast Track Coordinator** – Purpose: To provide concierge service for FastTracks which are held on the pre-con day (full day before the evening opening event). This involves being available in the corridor through the day, providing directions, checking in with each FT to make sure all attendees are registered, reminding each FT when it is time for them to pick up their lunches, and other duties as requested by Director of Events.
- \_\_\_\_\_ **Food and Beverage Team** – Purpose: To help select menus and to collect tickets for each food service event, bundle and count them.
- \_\_\_\_\_ **Hospitality/Family Activities Team** - Purpose: To gather information about the area where conference is being held. To staff an information table at the conference. To help chair gather prizes for First Timers and Spouse/Family orientations. The Hospitality Chair will contact the local CVB to enlist a speaker for the Spouse/Family Orientation to provide information what to do in the area.
- \_\_\_\_\_ **Registration Team** – Purpose: To inventory and organize assembly of all registration materials such as the conference tote bags. To staff the registration desk during conference. The Registration Chair will schedule volunteers for staffing.
- \_\_\_\_\_ **Transportation/Shipping Team** – Purpose: IF buses are used, to assist with getting attendees on and off buses for any special events.  
Purpose: To help with moving boxes shipped to venue or decorator to where they need to go. To assist office staff in packing office boxes for return shipment back to Richardson.
- \_\_\_\_\_ **Workshop Conveners** – Purpose: To serve as a facilitator for conference workshops. Responsibilities involve introducing the speaker, being present for the entire workshop, managing attendance sheets, and providing information for how CEU credit will be given. The Workshop Conveners Chair will enlist and schedule conference workshops conveners.
- \_\_\_\_\_ **Worship** – enlist leaders for 15-minute worship times on two days of in General Sessions. These can be musical, devotion or a combination.

Please **PRINT** the information below.

Name \_\_\_\_\_ Business Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email: \_\_\_\_\_

Please give this sheet to Heidi Hustoft or email her at HeidiH@lordoflife.org and ernestine@thechurchnetwork.com and the information will be forwarded to the appropriate teams.