

Friday, June 4, 2010 to Sunday, June 6, 2010  
Antiochian Village, Bolivar, PA (near Ligonier)

Division of Responsibilities

*Under the heading that interests you, please write your name, telephone number, email address and whether you are signing as an individual or on behalf of your chapter. You may indicate your interest in only part of a heading, if you wish. You also may include suggestions. Please mail your form to Carolyn Booker at 2166 Haymaker Road, Monroeville, PA 15146-4335. For questions call Carolyn at 412-856-9868 or email her at [jbooki@aol.com](mailto:jbooki@aol.com).*

- \_\_\_\_\_ **Registration:** (Records registrations, monies, delegates; forwards monies to the Province III Treasurer and registers participants upon arrival)
- \_\_\_\_\_ **Badges:** (Badges include the name of their diocese, chapter, officer position and whether this is a delegate or alternate)
- \_\_\_\_\_ **Registration Packet:** (Obtains items and prepares registration packet or bag; prays about meaningful items appropriate to the theme; contacts the visitor bureau, but avoids loading the packet with state or local area trinkets)
- \_\_\_\_\_ **Finance:** (Assists with the budget process, maintains records and assists with preparation of final financial report)
- \_\_\_\_\_ **Praise and Worship:** (Locates music and worship team or teams)
- \_\_\_\_\_ **Hospitality:** (Sets up and operates hospitality room; mints and tissues in meeting rooms)
- \_\_\_\_\_ **Communications:** (Prepares and mails registration form and flyers, via email when possible)
- \_\_\_\_\_ **Prayer Room:** (Sets up prayer room accessible throughout the day and may arrange for prayer teams to be available at designated times)
- \_\_\_\_\_ **Decorations:** (Plans any centerpieces for meals and any other items appropriate to theme as desired)
- \_\_\_\_\_ **Welcome:** (Meets and directs participants upon arrival and throughout the weekend as needed)
- \_\_\_\_\_ **Transportation:** (Meets at the airport any incoming participants who might be flying to Pittsburgh and escorts them to and from the meeting. Very few, if any, are expected to fly)
- \_\_\_\_\_ **Healing Service Committee:** (Assists with the planning and setting up for the healing service as well as participating as prayer team members.)