

Focus Points to Organize

A Day-Long RSCMA Event

1. Goal for the day: _____
2. Target participants: _____
3. Number of participants: _____
4. Venue requirements:
 - a. Number of rooms:
 - b. Church?
 - c. Organ?
 - d. Place to have lunch or coffee break?
5. Staff needed to run event:
 - a. Music Director/Clinician:
 - b. Support staff:
 - i. Organist:
 - ii. House Master:
 - iii. Chaplain:
 - iv. Other:
 - c. Committee members:
 - d. Hospitality:
 - i. Greeters
 - ii. Person to provide food set up
 - iii. Clean up staff
 - e. Acolytes?
 - f. Custodians?
6. Will you provide lunch and break snacks or will people bring their own?
7. Advertising:
 - a. Email
 - b. Telephone
 - c. Mail
 - d. Brochure or flyer? (may not be necessary)

Basic Schedule

9:00 a.m.	Registration
9:30 a.m.	First Session/Rehearsal
10:30 a.m.	Break (bathroom break, refreshments, etc.)
10:45 a.m.	Second Session/Rehearsal
Noon	Lunch
12:45 p.m.	Third Session/Rehearsal
2:00 p.m.	Break (bathroom break, beverage refreshment)
2:15 p.m.	Fourth Session/Rehearsal
3:15 p.m.	Wrap up: *practice procession order and route (in and out) *talk through the service list *Q&A *Vest If it is not a service or concert: *Q&A *other appropriate wrap-up activity
4:00 p.m.	Service/End of program

*as applies to the specific event