

DISTRICT ASSEMBLY CHECK LIST

Early

- _____ Letter to potential ordination candidates with appointments
- _____ Announcements for Credentials and Studies Board meetings
- _____ Confirm hotel reservation
- _____ Letter to General Superintendent
- _____ Letter to Assembly Photographer
- _____ Announcement to Nominating Committee, Finance Committee, etc.
- _____ Prepare Ballot and Nominating Committee Report
- _____ Prepare bios for ordination candidates and ordination service bulletin
- _____ Letter to ordinands with instructions
- _____ Letter to first time licensees
- _____ Letter to Retiring Elders
- _____ Order retirement plaques
- _____ Send letter to nominees
- _____ Get brief bio from each nominee
- _____ Confirm with MVNU # or ordinands (Mike Williams' office)
- _____ Check with Morel about college group/sound system
- _____ Ordination reception
- _____ Order flowers
- _____ Do the Assembly Booklet
- _____ Calendar
- _____ Letter to pastors of churches reaching Church Excellence

- _____ Prepare list of new pastors and associates
- _____ Contact Tom Sneed about power point
- _____ Contact Jackie about luncheon for guests and district staff
- _____ Contact caterer regarding lunch for delegation
- _____ Choose musicians for District Assembly Services
- _____ Ushers for Tuesday Evening Service
- _____ Ushers for Wednesday Evening Service
- _____ Select pastors and laymen for participation in Tuesday's service
- _____ Check with Larry Hamilton about handing out delegate packets
- _____ Prepare luncheon invitation notes for guests
- _____ Order of service for Tuesday and Wednesday
- _____ Prepare and sign certificates
- _____ Prepare 1st time license ceremony
- _____ Order theme banner
- _____ Tabernacle décor
- _____ Annual report of District Superintendent. Make 5 copies

Follow-up:

- _____ Letter and pix to ordinands
- _____ Letter to elected officers
- _____ Letter to treasurers with budgets and where to send