



# Tasmanian Catholic Schools Parents and Friends Federation

## PREPARATION FOR TCSPFF ANNUAL CONFERENCE

No	Action	Who	When
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Host School/College

	The Archbishop is to be informed regarding speakers, liturgical readings, opening and mass well in advance of conference	Host School / Executive Officer / Admin Services	
	Form a School Conference committee and coordinator - advise State Council and Exec. Officer ASAP). * <i>Notes of meetings should be taken - record of tasks allocated.</i>	Host School	
	Prepare budget (Organising donations ie: food, drink, gifts, catering etc.. where possible, and keeping expenditure low will maximise host school/college final revenue)	Host School	
	Request float for expenses (e.g. catering committee, dinner, drinks, gifts for speakers)	Host School	
	VENUE - For a briefing with State Council Executive and Executive Officer before Conference	Host School	
	VENUE – To hold opening and workshops	Host School	
	VENUE - For registrations & manning of registration desk (preferably at entrance to sign in all attendees and distribute folders)	Host School	
	VENUE - Catering for MORNING & AFTERNOON TEAS/LUNCH	Host School	
	VENUE FOR CONFERENCE DINNER - make booking, decide on menu. * <i>Note to keep costs within budget.</i>	Host School	
	Provide accommodation list to go out with Invitations/Registrations.	Executive Officer / Admin Services	
	Provide Map of School/Town to go out with Invitations/Registrations.	Executive Officer / Admin Services	

Later

	CONFERENCE FOLDER -	Executive Officer / Admin Services	
	SOUND AND VISUAL - Microphones, recorders, overhead projectors/screen, lights, heating etc..	Host School	
	OPENING – Liturgical readings sent to Archbishop's Office prior to Conference for approval.	Host School	
	CONFERENCE MASS - Liturgical readings and draft of final Mass booklet, copy to be sent to Archbishop's Office for approval before printing.	Host School	
	Altar servers, Readers, Hymns/Prayers of the Faithful, Flowers, Gift Carriers, Choir	Host School	

### **OTHER REQUIREMENTS**

	Gifts for keynote speakers - liaise with Executive Officer.	Host School	
	Manning of registration desk. (Attendance check, distribute name tags and folders, late registration fees directed to Treasurer)	Host School	
	Signs - Parking, Toilets, Workshops, Conference Room.	Host School	
	Lectern & Table with Water Jug & Glasses beside lectern	Host School	
	Secretarial services over the weekend - photocopier, computer, phone/fax, printer	Host School	
	Car Parking – directions if required.	Host School	
	Welcome and brief history of school for folders	Host School	
	Displays/Sponsors - suitable place and space. Within building.	Host School	

### **Exec. Officer / Admin Services Duties**

	Liaise with local committee	Executive Officer / Admin Services	
	Plan & implement programme & books speakers in conjunction with State Council Executive.	Executive Officer / Admin Services	
	Collects & deposits moneys into Catholic Development Fund conference account	Executive Officer / Admin Services	
	Registrations	Executive Officer / Admin Services	
	Invitations	Executive Officer / Admin Services	

	MEDIA	Executive	
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		Officer / Admin Services	
	Sponsors	Host School / Executive Officer	
	AGENDA	Executive Officer / Admin Services	
	REPORTS – Executive Officer will request reports for Conference from State Executive and Regional Chairs.	Executive Officer / Admin Services	
	Number - add to registrations about 20 for late registrations and special guests	Executive Officer / Admin Services	
	Conference Stationary	Executive Officer / Admin Services	
	Conference Document	Executive Officer / Admin Services	

Please Note,

\*Payment to School/College will take place when possible after the next State Council Meeting following Conference.