



The 2012 Church Coordinator Preparation Plan

(1) Things to do before you leave:

- a. Make sure that you have all of the team lists for the teams participating at LTC.
- b. For Drama and Puppets, make certain that each of these teams has a copy of their script to turn in to the judges at the time that they perform.
- c. For Song Leading, be sure to have the overheads of the student's songs made in advance.
- d. It sometimes helps to have an emergency file with duplicates of all of these things in case the original gets lost.
- e. Make certain that your logistics people:
 - i. Bring your Christian Art, and turn it in as required according to the Master Convention Schedule.
 - ii. Bring the props and costumes for Drama, and the puppets, script boards, and scenery for Puppets.
- f. Give your children and adults copies of their schedules (available on the GPLTC web site (www.gpltc.net)). There will be no extra copies available at LTC Central.

(2) Make your check-in plans.

- a. Check in time at the area hotels is 3:00 p.m. Don't expect to get in your rooms any earlier than this. Being anything other than polite and courteous is not likely to be productive. Let it be obvious that children of God are present in this place.
- b. Check in time at LTC Central begins at 3:00 p.m. on Friday.
 - i. The church coordinator (or their spouse) is the one authorized to check a congregation in. Any other person must have written authorization from the church coordinator. No exceptions.
 - ii. Be sure and arrive at least one hour before your first event to make certain that you have time to get the children's name tags to them. Name tags are required for youth participation.
 - iii. Come prepared to pick up your name tags, award plaques, and t-shirts. Bring help. We do not store these items, and we will not ship them.

- iv. Please follow the prescribed check in order given to you at LTC Central.
This will ensure that you get all of the needed information and materials.

(3) Make your plans for food.

- a. All of the hotels involved are serving a full breakfast as a part of the hotel room rate. Please enjoy breakfast at your hotel and not the convention center.
- b. Food is allowed in the Hammonds convention Center on Saturday from 9:00 a.m until 4:00 p.m. A commons area (Grand Ballrooms V and VI) at the center of the convention center will be set with open tables for all congregations to use for food. Please keep food and drinks in this area as this is where we will have adequate trash disposal facilities; help up keep this beautiful facility attractive. The Commons is a come and go space.
- c. On Friday and Saturday evening the Commons area is not available for food service; it will be set up for the Friday Devotional and the Saturday Celebration, so you can use the breakfast area in the Embassy Suites for a meal and assembly area. Please don't move the tables, and be sure and share the space with others.
- d. We ask that in order to accommodate all of the young people and their sponsors from all of the congregations present that you not set up specific tables for your congregation. Use only the tables that you need for the time that you need them. The Commons area is not a storage area.
- e. Concessions will be available in the commons area.

(4) Make your logistics plans.

- a. Since there is adequate free parking just outside the convention doors, all props and costumes for drama, and scenery, script boards, and puppets for puppets will be unloaded as needed for these events. Congregations will not store puppets or props inside the convention center or in the commons area. When the young people are through with these items will be reloaded in the church's vehicles.
- b. Congregations should not bring in any tables or chairs of their own. All of the tables and seating required for all the churches will be provided by the convention center in the Commons area.
- c. Remember, Bulletin Boards and Banners have become a Pre-convention event, so please do not bring them.

(5) Keep your young people busy and supervised.

- a. Keep LTC as a learning experience by having your young people watch their peers perform in the various events. This allows the observers to learn, and provides support and encouragement for the active participants.
- b. Young people who are just running around the hotel or convention center, or who spend long periods of time just sitting in the Commons are not learning anything; keep them active and supervised.
- c. Young people who are not staying in the Embassy Suites have no business beyond the lobby of this hotel. Even young people who are staying in this hotel have no business back in their rooms without adult supervision.
- d. Keep your young people out of the elevators.
- e. Supervise, supervise, supervise.