

District Spring Conference Checklist

Item	Responsibility	Person Assigned	Deadline
Plan Program	District Director		
Print Program	District Director		
Secure Speaker	District Director		
Make Appointments	District Director		
Set Registration Fee	District Director		
Plan Workshops	District Director and Host County		
Arrange for Invocation/ Devotional	Host County		
Arrange for Posting Colors/ Pledges	Host County		
Set Meeting Dates	District Director and Host County		
Secure Meeting Site	District Director and Host County		
Luncheon Menu	Host County		
Arrange for Greetings/ Welcome	Host County		
Publicity	District Director and Host County		
Decorations	Host County/District Director Approval		
Badges/Name Tags	District Director		
Pre-Registration	District Director		