

# NADCMC Planning Checklist

NADCMC dates are voted by NADCCC.

## 6 months out

- ☐ Meet as a regional planning subcommittee
  - ☐ Review NADCMC mission and goals
  - ☐ Determine CMC location and venue
  - ☐ Delegate roles for each of the regional campuses (e.g. host, swag, programming, forums and breakouts, etc.)
  - ☐ Choose CMC theme
  - ☐ Set NADCMC budget
  - ☐ Update NADCMC schedule template
  - ☐ Communicate initial plans with NADCCC officers
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## 4 months out

- ☐ Request donor funding (e.g. NAD Y&YA, ACM, AVS).
- ☐ Set registration ticket cost
- ☐ Build registration page (e.g. eventbrite or Google forms)
- ☐ Prep swag order and design CMC graphic
- ☐ Determine and confirm general session speakers
- ☐ Determine and confirm forum speakers
- ☐ Communicate and confirm with NAD guests
- ☐ Plan missions breakouts with NAD input
- ☐ Communicate with all chaplains

## 2 months out

- ☐ Place swag order
  - ☐ Determine and confirm breakout session student leaders
  - ☐ Determine what AV equipment is needed
  - ☐ Confirm menu
  - ☐ Inform registrants what to bring
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## Week of

- ☐ Final confirmation of all plans with subcommittee
- ☐ Final confirmation of all plans with venue, cooks, facilities, chaplains, guests, and registrants.
- ☐ Remind registrants what to bring
- ☐ Make all print outs/directional signs/forum and breakout signs/etc.
- ☐ Receive and organize swag
- ☐ Finalize general session worship leaders, sets, run sheets, slides, etc.
- ☐ Finalize lodging assignments
- ☐ Finalize timeline of arrival and departure dates & times for all campuses
- ☐ Create list of announcements
- ☐ Have fun!

# Questions to include on Registration Form

## As a campus

- ☐ Names of chaplain(s) and/or staff attending
  - ☐ Number of and names of students attending
  - ☐ Arrival and departure dates and times
  - ☐ For chaplains & NAD guests: are you planning on attending 1) CMC only, 2) chaplain's council only, or 3) both?
  - ☐ Estimated meal needs on Wednesday arrival or Sunday departure?
  - ☐ Other?
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## Individual registrants

- ☐ Name
- ☐ Email
- ☐ Campus they represent
- ☐ Are they a sponsor or student?
- ☐ Gender
- ☐ T-shirt size
- ☐ Dietary preference: Vegan, Lactose intolerant, Gluten free, Peanut, Nuts.
- ☐ Are you interested in helping with NADCMC music?
- ☐ What is your main area of focus? (e.g. missions, CABL or wellness, ministries, etc.)