

LWML Rally Planning Meeting

(Make copies before using the worksheet.)

ZONE _____

Publicity

The letter of invitation is to be prepared by the hosting societies on church letterhead stationery, if possible, and sent six weeks in advance of the rally.

Mailing Check List for invitation. (SEE Attached Sheet for Names.)

INVITATIONS GUIDELINES

(Printed in District Handbook, Zone/Rally guidelines, page 7, section IV, A.)

Information to be included:

(Spring) (Fall) Rally of Zone _____ of the North Wisconsin District LWML

HOSTING CHURCH/CHURCHES: _____

DIRECTIONS: (Include a map) _____

DATE: _____

REGISTRATION TIME: _____ STARTING TIME _____

COFFEE am/pm _____ REGISTRATION FEE (INCLUDES LUNCH) _____

CHRISTIAN LIFE TOPIC: _____

Check the speaker's list. If you have someone locally you would like to invite or someone not on the speaker's list, please contact your Zone President for approval.

TITLE OF TOPIC: _____

"Gifts of the Heart" collection? _____

Is babysitting available? _____

FOLDERS

Six weeks in advance of the rally, contact Thrivent Financial for Lutherans Financial Associate for folders, pads, pencils, etc.

Prepare packets 2 weeks in advance of the Rally with the following items:

- Rally Programs prepared by hosting societies (approved by zone President)
- Christian Life topic material
- Speaker handouts
- Tracts/brochures approved by hosting Pastors (if desired)
- Advertising "freebies" from area (if desired)

RALLY

ORGANIST/MUSICIAN: _____

Provide music 10 minutes before am/pm sessions, during offering, devotions, and as outlined in the Rally program.

SPECIAL MUSIC: _____

VISUAL AIDS/MICROPHONE SYSTEM: _____

ALTAR FLOWERS: _____

RESTROOMS: MAKE SIGNS AND GIVE DIRECTIONS FOR WOMEN AND MEN. You may want to make all but one of them women's restrooms for the day.

USHERS: _____

AGENDA FOR RALLY (Names of Presenters)

OPENING DEVOTIONS: _____

CLOSING DEVOTIONS: _____

LWML MISSIONS GRANTS OFFERING PRAYER: _____

GIFTS OF THE HEART PRAYER: _____

TABLE PRAYER _____

MISSION GRANT UPDATE: (Zone V.P.) _____

WELCOME (President of Host Society) _____

RESPONSE (Zone Vice President) _____

DISTRICT REPORT: (District President/Representative) _____

INVITATION TO NEXT RALLY: _____

OTHER:

GIFTS OF THE HEART REPORT (This report is only given if a "Gifts of the Heart" has been gathered.)

RALLY OFFERING FOR MITES

BUSINESS MEETING:

REGISTRATION

- Two or more women should be seated at tables by the church entrance in charge of registration. Another woman could serve as a greeter.
- A separate registration sheet for EACH of the societies, the Pastors, and guests is needed.
- Have change available for registration fees.
- Special guests do not pay registration fees. (See Rally guidelines, pages 7-8, IV, B,4)
- Nametags and folders are distributed at this time.
- Place boxes for Stamps for Missions and/or Gifts of the Heart in a convenient place.
- (Zone President takes stamps to the next District Board Meeting.)

REGISTRATION COMMITTEE: _____

CHAIRMAN OF REGISTRATION COMMITTEE: _____

GREETER: _____

The chairman of the Registration Committee will be asked to give a report during the Rally.

(SEE THE ATTACHED SHEET)

HOSTING SOCIETY TREASURER

- Give a check to the speaker the day of the rally. (\$35 honorarium plus 25 cents/mile.)
- Make a check payable to the North Wisconsin District LWML for the amount of the Rally offering
- Plus the amount of the registration (minus the amount paid to the Rally speaker and any expenses that the hosting society/societies feel necessary to take out. This check is sent to the LWML DISTRICT FINANCIAL SECRETARY. (See Form #10-02)

FOOD

AM/PM COFFEE _____

LUNCHEON: Encourage simplicity in meal so members of hosting churches will be able to spend as much time as possible at the Rally. The money received from registration is used to pay speaker and help hosting societies with the purchase of food that cannot be donated. Donate as much as your society/societies feel they are capable of donating. All remaining registration money is sent to the North Wisconsin District LWML.

TABLE DECORATIONS AND FAVORS: These can be related to the speaker topic, Christian Life topic, LWML related, flowers, or the like. Keep it simple.

POST- RALLY PUBLICITY

Name of person assigned to this task: _____

(See guidelines on page 8 in Rally Guidelines)

MAIL INVITATIONS TO:

(CONTACT ZONE PRESIDENT FOR ADDRESSES)

All affiliated LWML Societies in Zone

All unaffiliated Ladies Groups in Zone

All Pastors (and wives) in the Zone

SEND SPECIAL INVITATIONS, GUEST CREDENTIALS AND CLEAR DIRECTIONS TO:

LWML District President/representative_____

Rally Speaker/and spouse _____

LWML District Counselor _____

LWML District Counselor _____

LWML District Christian Life Chairman _____

REGISTRATION REPORT TO ZONE RALLY

| | |
|--------------|--------------|
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |
| CHURCH _____ | CHURCH _____ |

PASTORS IN ATTENDANCE _____ GUESTS IN ATTENDANCE _____

TOTAL ATTENDANCE _____

AMOUNT OF REGISTRATION MONEY COLLECTED _____

AMOUNT OF MISSION GRANT OFFERING _____

Date of Rally _____

The chairman of the registration committee will be asked to give this report during the Rally.

You may want to include a sheet with the names of the zone churches in the registration packet so the ladies may write down these totals if they like.

Before the Rally begins, please give a copy of the names appearing on the guest list to Zone President. If any should arrive later, make the Zone President aware of those also.