

Job Description for Banners and Flowers

BANNERS

Timetable: We know the theme almost a year in advance so it is best to work on that right away. It is probably best to contact your people right away. Then have the due date be mid-Sept. Then there will be plenty of time just in case something happens.

Manpower: One person in charge of finding someone/s to make the banner.

Make a conference banner which supports the theme or passage for the year. The size should be 3'x5'. That is just a guideline, make it work for you. It should have a cord for hanging. **You also need to bring a banner stand to display it on the stage.**

If you have a banner already made that works it is okay to use that also. There is no reason we can't borrow something already made.

It is the duty of this committee to have this banner displayed on stage one hour before the conference begins and taken down after the closing service.

If a new banner is made, the supplies will be paid for by the conference treasurer. After the conference the banner can be given back to the congregation who made the banner or donated to a small mission church.

FLOWERS

Timetable: The flowers should be ordered 3 weeks before the conference.

Manpower: One person to order.

Order 2 large flower arrangements for the stage in the \$100-\$150 price range. They can be delivered to WISCO on Wed. before the conference. They can go to the main office until the time of setup. After the conference the flowers could be taken to a nursing home, Synod Office etc. One goes to the office of WISCO.

At the beginning of conference make sure the flowers have been put on the stage.

Turn in the bill to the conference treasurer.

Contact person: Gena Uhlenbrauck Trinity, Caledonia, 262-681-4954