

American Guild of Organists
Orientation meeting for 2021 Regional Convention Coordinators
and Regional Councillors

Sponsored by the Committee for Conventions

Claridge House
1244 N. Dearborn Parkway, Chicago, IL.
DaVinci Room

Oct. 15, 2018

9:00 - 9:15	Welcome and Introductions Michael Veling, Councillor for Conventions
9:15 - 10:00	The Ins & Outs of Hotel Contracting - Andy Anastasi Vice President/Team Director - ConferenceDirect
10:05 - 10:50	The Convention-Buyer: Program, Program, Program! Jason Charneski - CFC
11:00 - 11:45	Delegation by Design: Building Your Steering Committee Joe Butler - CFC
11:45 - 1:00	Lunch
1:15 - 2:00	Overview of Cvent - Event Registration and Mobile App Eric Birk, Executive Assistant, National Headquarters
2:10 - 2:50	Hot tips for raising and spending money John Dixon - CFC
3:00 - 3:30	The View from National Headquarters - practical tips James Thomashower - Executive Director
3:30 - 3:45	Question/Answer and Final comments Michael Veling