

# mkc 2009 CONVENTION CHECKLIST

A checklist for Group Leaders as you prepare for Convention

Date	Action	Who	Done
15 October 2008	<b>mkc</b> 2009 Bookings open at 9.00am.	kcc	✓
	Phone <b>kcc</b> Office OR go online to book accommodation (N.B. Camping not available online).	You	✓
	Register online at <a href="http://www.mkc.kcc.org.au">www.mkc.kcc.org.au</a> OR send in your Group Registration Form via post/fax. You have two options: 1) Full payment at time of booking, OR 2) Book places now and make full payment by 10 December 2008)	You	✓
	An email will be sent to you upon receipt of your booking and/or payment.	kcc	✓
15 October 2008 onwards	Promote <b>mkc</b> to your church and distribute brochures	You	
	Collect registration and accommodation fees from your group members. Remind your group members that group registrations for <b>mkc</b> 2009 need to be finalised by Wednesday, 26 November 2008. Ask group members to make their payment to you so you can send <b>one</b> cheque/credit card payment for the group.	You	
	Once names and numbers have been confirmed, pay your registrations fees by: 1) Registering online at <a href="http://www.mkc.kcc.org.au">www.mkc.kcc.org.au</a> , OR 2) Posting/faxing in a completed Group Registration Form Remember full payments must be received by 26 November 2008 to be eligible for the Early Bird Rate.	You	
	To secure accommodation bookings, send the deposit (\$20 deposit per person) or full payment to the <b>kcc</b> office within 7 days of booking accommodation. Send registration and accommodation payments at the same time.	You	
	Advise the <b>kcc</b> Office of <b>any</b> change in numbers booked.	You	
	Keep in mind that many people will be on holidays during December and January. Finalise all details with group members.	You	
26 November 2008	<b>Note:</b> Early Bird Registrations close. Full payment must be received by this date to receive the Early Bird rate.	You	
	Your payment and Group Registration Form are due at the <b>kcc</b> Office.	You	
	Your group's name tags/tickets will be sent to you once we have received payment.	kcc	
10 December 2008	All <b>mkc</b> 2009 cancellations need to be made in writing by Wednesday, 10 December 2008. Please note that all cancellations attract a \$10pp administration fee. All accommodation cancellations attract a \$20pp administration fee.	You	
During January and February 2009	Clarify transportation and accommodation arrangements with your group. Explain where to meet one another upon arrival at the Convention site – on the Convention plaza is best.	You	
	Remind your group members that <b>mkc</b> 2009 tickets and accommodation are non-refundable (in part or in full) for cancellations after Wednesday, 10 December 2008.	You	
	Distribute your group's name tags when appropriate - the closer to <b>mkc</b> the better. Remind your group that the name tag is also the <b>mkc</b> entry ticket.	You	
<b>mkc</b> - Friday 20 Feb, 27 Feb or 6 Mar 2009	Be at the <b>kcc</b> Centre to meet your group as arranged. Session 1 commences at 8.30pm.	You	

Please pray for safety for all delegates as they travel up to site and that each person who attends **mkc** 2009 will be blessed by the teaching of God's Word.