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John 20:21-22 NRSV

Convention 2009 Checklist

- Read your September and November issues of *Convention Chronicle*. If you haven't seen them, check with your church office to see whether they recall receiving them. Your congregation was mailed an issue in September and one in November. If you can't track them down, e-mail Convention-Info@MennoniteUSA.org and ask for copies.
- Watch the Convention 2009 promotional video online at www.MennoniteUSA.org/convention with your youth group and have a discussion about what it means to attend a convention and gather with thousands of Mennonite brothers and sisters.
- Encourage your youth to join the Mennonite Church USA Convention 2009 group on Facebook. It'll help them begin to see the broad spectrum of people they'll see and connect with in Columbus and give them an opportunity to share your group's convention photos after the event.
- Familiarize yourself with the convention schedule. You'll find a tentative copy in the November issue of *Convention Chronicle* or on the Mennonite Church USA Web site. Use this to help determine how your youth group wants to spend its time in Columbus. Don't forget to clarify expectations with youth and their parents or guardians for youth participation in seminars, worship and small groups.
- Make a list of the special activities—such as Servant Projects or a 5k walk/run—your group will participate in at the convention. You'll need this to fill out your registration forms.
- Look for copies of the registration form packet. The packet was mailed to congregations in November and includes loose-leaf forms that you can make copies of to distribute among your youth. You need to do this even if you plan to register online.
- Determine the meal plan you will purchase. Costs and options are listed in the registration packet. Remember, you won't be able to purchase a meal plan on-site.
- Designate a Contact Sponsor. This person will be responsible for handling all registration items for your group.
- Give youth a deadline for returning their completed forms to your designated Contact Sponsor.
- Pick a hotel. You may even want to have a back up in mind just in case your first choice is booked early. You'll find detailed information on cost and locations in *Convention Chronicle* or on the Web site.
- Choose youth to participate in Speak Up! sessions. You can pick up to two individuals who care about what happens in the broader church.
- Register online beginning at 8 a.m. EST Dec. 1. Be sure you have gathered all the completed forms from your youth, are working from a high-speed Internet connection and have adequate funds to make your deposit (you'll need a credit card).
- Look for confirmation numbers. These will allow you to make reservations at your hotel. You'll need a credit card to hold the rooms for your group, but you won't be charged a deposit by the hotel reservation system.
- Once your group is registered, watch for your Sponsor Handbook. It will be mailed to Contact Sponsors. Use this valuable resource to help with additional preparation and planning for the convention.
- Decide how you're going to get to Columbus, Ohio. You may want to consider carpooling with other youth groups in your area. If you plan to fly to Columbus, call the group sales/reservations department of your preferred airline and ask about group discounts and prices.
- Download copies of the Medical Release Form from the Mennonite Church USA Web site. You need to have each youth fill one out. The Contact Sponsor is responsible for turning these in to Executive Leadership by May 22, 2009.
- Pray regularly for Convention 2009. Pray for speakers, youth, delegates, seminar leaders and everyone involved so that we may be inspired to welcome God's Spirit and join God's work in the world.