

## THANK YOU FOR AGREEING TO HOST ESSEX PRESBYTERY!

Our needs for the evening:

1. Set up:
  - a. Two tables with one chair for Registration in the room where dinner is served
  - b. One large table for hand-outs
2. Registration begins at 5:00 pm
3. Dinner is to be served at 5:30 p.m. for 45-50 people
  - a. Please include an option for vegetarians
4. You will receive \$450 from Presbytery for meals
5. Committee meetings 6:30- 7:30 pm
  - a. Rooms with signs
    - i. Finance, Property & Administration:
      1. small room for 6 people
    - ii. Ministry Personnel
      1. large closed room for 15 people
    - iii. Education & Students
      1. small closed room 3-4 people
    - iv. Faith Formation
      1. 12 people
    - v. Faith in Action
      1. Minimum 12 people
    - vi. Nominations
      1. 4 people
    - vii. Staff Support
      1. 4 people
6. Plenary Session:
  - a. Sanctuary with use of piano for worship
  - b. Microphone for speaker(s)
  - c. Table with 2 chairs and microphone
7. The meeting should adjourn by 9 p.m.

IF ANY QUESTIONS, PLEASE EMAIL [essexpresbytery2017@gmail.com](mailto:essexpresbytery2017@gmail.com) Sue Anderson, Secretary