

SAMPLE PROGRAM AGENDA

CRCEA (Spring or Fall) (Year) CONFERENCE (April or October and dates)

Tentative Program

MONDAY, (date)

9:00 a.m. – 4:30 p.m. **Registration: (location)**

10:00 a.m. **Executive Committee Meeting: (location)**

1:00 p.m. – 1:30 p.m. **Opening Session: (location)**

Call to Order: CRCEA President

Invocation: (Name)

Presentation of Colors: (Name of group)

National Anthem: (Name of singer)

Pledge of Allegiance: (Name of leader)

Roll Call of Counties: CRCEA Secretary

Introduction of *first time* Attendees – CRCEA President

1:30 p.m. – 1:45 p.m. **Welcome**

Speaker: (Name, title)

Name of person making introduction:

1:45 p.m. - 2:30 p.m. **Keynote Address (Title)**

Speaker: (Name, title, company/organization)

Name of person making introduction:

2:30 p.m. – 3:15 p.m. **Presentation: (Title)**

Speaker: (Name, title, company/organization)

Name of person making introduction:

3:15p.m. – 3:30 p.m. Afternoon Break

3:30 p.m. – 4:10 p.m. **Presentation (Title)**

Speaker: (Name, title, company/organization)

Name of person making introduction:

4:10 p.m. – 4:45 p.m. **Breakout Sessions:** If you are not assigned to a Committee, please join any Committee.

5:30 p.m. – 7:00 p.m. **Hospitality Reception – All Attendees and Affiliate Members are Invited – (location)**

Hosted by Steve Pettee, Pacific Group Agencies

7:00 p.m. **Dinner** – on your own

TUESDAY, (date)

6:00 a.m. – 8:30 a.m. **Breakfast (location)**

8:00 a.m. – 2:00 p.m. **Registration (location)**

8:15 a.m. **Morning General Session: (location)**

Call to Order: CRCEA President

Announcements: (Name)

8:30 a.m. – 9:30 a.m. **Presentation: (Title)**

Speaker: (Name, title, company/organization)

Name of person making introduction

9:30 a.m. – 10:15 a.m. **Presentation:**

Speaker: (Name, title, company/organization)

Name of person making introduction

10:15 a.m. – 10:30 a.m. **Morning Break**

10:30 a.m. – 10:45 a.m. **Introduction of Affiliates** – Affiliate Committee Chair

10:45 a.m. – 11:45 a.m. **Presentation (Title)**

Speaker: (Name, title, company/organization)

Introduction: (Name of person making introduction)

11:45 a.m. – 1:30 p.m. **Lunch – On Your Own**

1:30 p.m. – 3:00 p.m. **Round Table Session** – Skip Murphy

Speakers: (Names, if necessary will be provided by CRCEA)

3:00 p.m. – 3:15 p.m. **Afternoon Break**

3:15 p.m. – 4:30 p.m. **Legislative Report – Legislative Committee Chair**

Panel: (Names and titles will be provided by CRCEA)

5:30 p.m. – 7:00 p.m. **Hospitality Reception – All attendees and Affiliate members are invited (location)**

Hosted by Steve Pettee, Pacific Group Agencies

7:00 p.m. – 9:30 p.m. **Conference Banquet (location)**

Master of Ceremonies (Name)

Entertainment: (Name(s))

Door Prize Drawing

WEDNESDAY, April 28

6:00 a.m. – 8:00 a.m. **Breakfast Buffet** (location)

8:00 a.m. – 11:00 a.m. **Business Session (location)**

Call to Order: CRCEA President

Announcements: (Name)

Approval of Fall Conference Minutes: (CRCEA Secretary)

Executive Committee Report (CRCEA President)

Financial Report: (CRCEA Treasurer)

Committee Reports by CRCEA Committee Chairs

Affiliate: (Name, County)

Benefits: (Name, County)

Bylaws: (Name, County)

Communications: (Name, County)

Audit/Finance: (Name: County)

Legislation: (Name, County)

Membership: (Name, County)

Nominating: (Name, County)

Conference: (Name, County)

Invitation to Spring 20XX Conference (Name, County)

Closing Remarks: CRCEA President