

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)**
- 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. – 5:00 p.m. **Breakout Sessions: If you are not assigned to a Committee, please join any
Committee you like.**
- 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. – 11:15 a.m. **Introduction of Affiliates – Affiliate Committee Chair**
- 11:15 a.m. – 12:00 p.m. **Presentation (Title)**
Speaker: (Name, title, company/organization)
Introduction: (Name of person making introduction)
- 12:00 p.m. – 1:30 p.m. **Lunch – On Your Own**
- 1:30 p.m. – 2:30 p.m. **Round Table Session – Skip Murphy**
Speakers: (Names, if necessary will be provided by CRCEA)
- 2:30 p.m. – 2:45 p.m. **Afternoon Break**
- 2:45 p.m. – 3:30 p.m. **Legislative Report – Legislative Committee Chair**
Panel: (Names and titles will be provided by CRCEA)
- 3:30 p.m. – 4:30 p.m. **Presentation (Title)**
Speaker: (Name, title, company/organization)
Introduction (Name of person making introduction)
- 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 or other)
- 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 the next (spring/fall) 20XX Conference (Name,County)

Closing Remarks: CRCEA President