

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