

Made for More Annapolis - Logistics November 15-16, 2024

Evangelical Presbyterian of Annapolis
710 Ridgely Avenue, Annapolis, MD 21401
Epannapolis.org

Details:

Thursday: Team dinner – Kathy Wargo, Dotti Briscoe, Cheryl Mullis, Bridget Johnson, Chandra Oliver, Paula Miles, Meaghan May
 Friday: Pre-Conference Trainings 2:00-5:00 pm (enter through the Worship Door and the Nursery Door)
 5:15 pm - Dinner at church – EP will provide - Karen Hodge, Katie Flores, Ellen Dykas, Paula Miles, Chandra Oliver, Ingram Link, Katie Caldwell, Stephen Estock, Tim Schirm, B.A. Snider, Joan McConnell and Beth Barr (from Harvest USA)
 7-9 pm – Conference
 Saturday: Conference 9:00 am to 2:30 pm
 Ship to: For all conference supplies: Evangelical Presbyterian Church of Annapolis, Attention: Cheryl Mullis, 710 Ridgely Ave, Annapolis, MD 21401
 Elder: Don Mullis
 Deadlines/Max: Early Registration Deadline 10/7/24; Regular Registration Deadline 10/21/24; Maximum numbers: 650 (includes 144 max of girls)
 Name Tags: **Please be sure to have a box for name tags to be collected after the conference so we can reuse the lanyards.**
 WE Ministry: Friday, 8:30 pm - WE Gathering in Parlor; Meaghan May will lead it.
 Snack on Friday: Cookies

Information needed for email to be sent 2 weeks prior to conference to all attendees:

- Menu for Saturday: Choice of Turkey & Cheese Wraps, Ham & Cheese Wraps, Chicken Salad Sliders; chips, fruit, cookies, water
- Any particular parking or entrance instructions? Follow signs.

Volunteers:

Team Leaders	Cheryl Mullis (cmullis@epannapolis.org), Bridget Johnson (bjohnson@epannapolis.org)
Worship Coordinator	Anna McVae (She already sent the songs and will prepare the slides)
Technical Coordinator	Ruth will run slides. Please record sessions.
Photographers	Friday Night: Kari Thompson; Saturday: Tiffany Mullis
Bookstore Set-up	Tim Schirm will be there; he will need help on Friday afternoon.
Photo Booth	
Greeters	
Hospitality	
Lunch	
Clean-up	
Decorations	Will use MADE letters with tissue paper flowers – Tim will bring them on the truck.

Shipments: (All shipments will be sent to the church to Cheryl’s attention. See above.)

- CDM – Most items for Annapolis will be brought to the church by Tim Schirm. Will include pencil pouches (already stuffed with lanyards, plastic name tag holders, name tag inserts, pens), programs, photo booth banner and signs, and bookstore books.
- Harvest USA will ship their items to Annapolis.

Counts: (As of 11.11.24) – Main Conference and Lunch Count - 676

Pre-Conference	Friday, 2:00-5:00 pm	Speaker	Counts	Location	AV Equipment/ Room Set-Up
Pre-Con	Women’s Ministry Training – Thinking Biblically and Living Covenantally	Chandra Oliver	31		Helpful to have Power Point available
Pre-Con	Children’s Ministry Training – Investing in the Covenant Family	Katie Flores, B.A. Snider	17		Helpful to have Power Point available
Pre-Con	Navigating Sexuality and Gender: Biblical Truth and God’s Compassionate Wisdom	Ellen Dykas	31		Helpful to have Power Point available
Pre-Con	Created for a Purpose (4:00-5:00 pm)	Ingram Link	1		

CFAP	Saturday, 10:15 am—12:00 pm	Counts	Location	AV Equipment
Daisies	<i>Grades 3-5</i>	58		TVs with screen-casting abilities, microphones
Roses	<i>Grades 6-8</i>	48		
Lilies	<i>Grades 9-12</i>	31		

Exhibitors: Set up on Friday afternoon after 3 pm (bookstore can set up after 1 pm)

Exhibits	# of Tables	Giveaways	Contact
PCA Bookstore [Needs WIFI access for sales]	8 tables-FH	Yes	Tim Schirm (tschirm@pcanet.org)
Great Commission Publications	1 table	Yes	B.A. Snider (ba.snider@gcp.org)
Teranga Village (Cards given at booth & CFAP)	1 table	To all	Jenn Seda (jennseda@yahoo.com)
Harvest USA	1 table		Caitlin McCaffrey (caitlin@harvestusa.org)
Created for a Purpose	1 table		Ingram Link (ilink@covpres.com)
Teach Us To Worship/CDM Table	1 table	Bracelets & Bookmarks	Heather Dirkse (hdirkse@pcanet.org)

Logistics: Staff Travel & Hotel

Name	Hotel/House Confirmation	Travel
Stephen Estock – Cell 314-456-6886 [Car] 11/15 SW 1680 ATL-BWI, 8:00-9:45am 11/17	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 41151834, 11/15-11/17	Flying
Karen Hodge – Cell 630-453-7495 11/13 SW 1184 DEN-BWI 7:45am-1:10pm Arrive at BWI Train on 11/14 to ride with Katie 11/16 SW 2214 BWI-DEN 5:40pm-7:45pm	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 41844389, 11/14-11/16 Katie Flores will drive Ingram, Katie, Karen on Thursday. Kathy will drive Karen and Paul to airport on Saturday.	Flying
Kathy Wargo – Cell 302-593-9011 (No flight)	Staying with Nancy Thompson (and Dotti Briscoe) 512 Wilson Rd, Annapolis, MD 21401 Kathy will pick up Meaghan at airport on Thursday. Kathy will drive Karen and Paula to airport on Saturday.	Driving to Annapolis
Katie Flores – Cell 205-243-4279 – Renting a car 11/14 3336 BHM-BWI 4:15-7:20 pm 11/16 DL2799/DL2057 BWI-ATL-BHM 4:36-6:34pm	Staying with Nancy Thompson 512 Wilson Rd, Annapolis, MD 21401 Katie will drive Ingram, Katie Caldwell, Karen on Thursday. Katie will drive Ingram and Katie to airport on Saturday.	Flying
Paula Miles – Cell 864-650-2820 11/14 SW 5265 GSP-BWI 7:30-9:05am (Cheryl will pick up; spending afternoon with friend) 11/16 AA 1232 BWI-CLT-GSP 6:51-8:30-9:30-10:25pm	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 21755397, 11/14-11/16 Cheryl will pick up Paula from airport on Thursday. Kathy drive Karen and Paula to airport on Saturday.	Flying
Ellen Dykas – Cell 314-397-3516 [Car] (No flight) – Arriving on Friday morning	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 27965051, 11/15-11/16	Driving
Laney Stayton – Cell 903-241-5676 [Not Attending]	N/A	
Ingram Link – Cell 205-447-4646 and Katie Caldwell 11/14 3336 BHM-BWI 4:15-7:20 pm 11/16 2833/4585 BWI-MDW-BHM 3:00-9:30pm	Staying with Nancy Thompson 512 Wilson Rd, Annapolis, MD 21401 Katie Flores will drive Ingram & Katie Caldwell to and from airport.	Flying
Chandra Oliver – Cell 405.202.0263 [Car] (No flight)	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 85211591, 11/14-11/16	Driving
Tim Schirm – Cell 678-327-8071 (No flight)	Holiday Inn Express Annapolis , 2451 Riva Road, Annapolis, MD Conf. 82768914, 11/15-11/16	Driving
Meaghan May – Cell 605-201-3547 11/14 SW 1009 DEN to BWI 7:35 am-12:55pm 11/16 SW 381 BWI TO DEN 8:10 am-10:20 am	Staying with Nancy Thompson 512 Wilson Rd, Annapolis, MD 21401 Kathy will pick up Meaghan at airport on Thursday. Needs to Uber to airport on Saturday.	Flying