



MIDWEST WOMEN'S CONFERENCE OF THE CHURCHES OF CHRIST

Agape, An Exceptional Love...

Ephesians 3: 14-21

SEPTEMBER 19 - 22, 2019

Hyatt Regency Columbus, Ohio

MWCCC Ambassador Program Guidelines & Task List

Overall Goals of the Program

- Establish an Army of 20 Ambassadors to lead the Registration effort charge for the Midwest Women's Conference in their various congregations and areas of the Midwest.
- Have at least 400 women registered through this program alone. This will not include the other marketing efforts.
- Increase the number of Young Adults, Ages 18 to 35, who attend the MWCCC
- Create a wave of Energy, Excitement & Enthusiasm across the Midwest about this Conference

Responsibilities of Ambassadors

- Recruit a group of at least 20 women in an area or congregation to register for the conference
- Organize registration process for all members in group
- Organize and secure hotel accommodations for group
- Organize and secure travel arrangements for group
- Pick-up & distribute registration materials at the Conference
- Serve as a liaison between members in group and the MWCCC & VSC Leadership

Ambassador Benefits of the Program

- Promotional materials to market the Midwest Women's Conference in your congregation or area
- FREE Conference Registration
- Recognition in our Souvenir Booklet
- Reserved seating at conference
- Membership into a great network of powerful Christian women from around the Midwest who love the Lord and have a passion for working with the members of their congregations

Group Benefits of the Program

- On Site Group Registration Area
- Special Recognition All Weekend
- Groups with 40 or more will receive 1 free paid registration with every 20 registrations. The first free registration goes to the Ambassador

Program Requirements & Deadlines

- All members of the group must be registered by August 4, 2019 to receive all benefits
- All groups must have their hotel accommodations reserved by August 4, 2019 to receive all benefits

Services Provided by Vanguard Solutions Consulting to Midwest Women's Conference Ambassador Program

- Manage and Organize every aspect of Ambassador Program
- Create Marketing Materials for Ambassador Program
- Create Registration Materials and Online Registration Platform for the Ambassador Program
- Organize and Conduct Monthly Webinars with Ambassadors
- Create and Manage a dedicated Ambassador webpage for the Ambassador Program on the coceventsbyvsc.com website



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	Date Due	Date Complete	Comments
Attendee Registration			
Participate in MWCCC Conference Call 12/6, 1/3, 2/7, 3/7, 4/4, 5/9, 5/30, 6/13, 6/27, 7/11, 7/25, 8/8, 8/22, 8/29, 9/5 & 9/12	Thurs. 8PM EST		https://zoom.us/j/5304411689 US: +1 669 900 6833 or +1 646 558 8656 Meeting ID: 530 441 1689
Obtain permission from leadership prior to implementing program.	12/16/18		Set-Up Accounting Procedure with leadership. Payment will be made by church check.
Distribute marketing materials to your congregation or local area. Post announcements in the church bulletin, verbal announcements and bulletin board. Must have leadership approval before distributing.	12/16/18		
Post Midwest Women's Conference info on all personal social media outlets	12/16/18		
Send out information about the Conference to past attendees	12/16/18		
Register 20+ women for MWCCC	8/4/19		Group registration form and check must be sent to Sis. Joyce.
Travel Accommodations			
Create payment plan document for entire group using VSC/ MWCCC template	12/9/18		
Turn in all payment plan materials and e-mail distribution list to VSC so that customized group E-blast can be created	12/14/18 - Ongoing		VSC will send out an e-blast for individual Ambassadors.
Distribute payment plan document to attendees	12/9/18		
Invite registrants to a MWCCC/VSC Group Shout Out Conference Call	TBD		
Book rooms for group at Conference Hotel	8/4/19		Need to book rooms for your group as early as possible, but at the latest your group needs to be booked by this date.
Secure group transportation via charter bus, group air travel or train	8/4/19		
Create hotel rooming list for Conference	9/1/2019		Each Ambassador will have a rooming list for their group to give to VSC.
Communications			
Distribute monthly Newsletter for group using VSC templates	Monthly		
Distribute contact information to group of Ambassadors	12/9/18 - Ongoing		
Additional Tasks			
Send updated group registration lists to info@eventsbyvsc.com	As needed		
Participate in monthly Ambassador Conference Call (Thursdays)	Thursdays 8PM EST		https://zoom.us/j/5304411689 US: +1 669 900 6833 or +1 646 558 8656 Meeting ID: 530 441 1689
Order T-shirts for congregation or area to wear at the Shout Out Rally on Thursday of the conference. VSC will design and print shirt for special price.	9/1/2019		This is an additional cost and separate from the conference shirt you will receive with your registration.