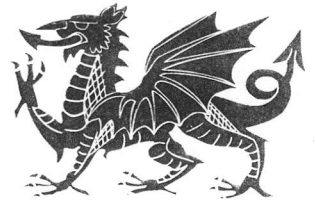


The Welsh National Gymanfa Ganu Association, Inc.

(Founded 1929)



BOARD OF TRUSTEES

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Ms. Lynn M. Owens-Whalen, President
6015 Dunbar Street
Vancouver, British Columbia V6N 1W8
(lowens-whalen@telus.net)

Rev. Richard Price Baskwill
Vice President
Lutherville, Maryland
(rbaskwil@bcpl.net)

Ms. Myfanwy Sian Davies
Secretary
Ottawa, Ontario
(buck@eisa.com)

Mr. Huw Seiriol Williams
Treasurer
Cumming, Georgia
(huw.williams@att.net)

Dr. Alan Upshall
Past President
Kenmore, Washington
(aupshall@hotmail.com)

Mrs. Martha A. Davies
Trustee At-Large Member
South Hadley, Massachusetts
(cariad@the-spa.com)

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Mr. Russell Williams, President
National Welsh American Foundation
Nokomis, Florida

NORTH AMERICAN FESTIVAL OF WALES

BUFFALO 2004

Orientation Meeting

Wednesday, April 23, 2003

Adam's Mark Hotel

AGENDA

1. Welcome by NAFOW 2004 Chairperson, Myfanwy Davies
2. Review of Tentative Schedule
3. Review of Responsibility Chart and Introduction of Committee members present
4. Review of Grand Plan/Checklist
5. Questions and Suggestions

International Headquarters

Dr. Ellis J. Jones, Executive Director
Gustafus Adolphus College - Box B47 - 800 West College Avenue - St. Joseph, MO 64506
Phone: 507-933-7540 (toll free) 877-831-0563 FAX: 507-933-6244
E-mail: ejj@anggasia.org
Web site: <http://www.anggasia.org>

2004 Venue Planning Committee Minutes
April 23, 2003

An orientation reception hosted by the 2004 Venue Planning Committee was held on Wednesday, April 23, 2003, at the Adams Mark Hotel, Buffalo. The list of persons present is given on the reverse side.

Following refreshments, the meeting was called to order about 7:30 p.m. by chairperson Myfanwy Davies, Ottawa.

Copies of the following items were distributed:

Agenda
Tentative Schedule
Venue Planning Committee--Board of Trustees Members
Buffalo 2004 Gymanfa Ganu--To Do list--Grand Plan

Each of the agenda items was reviewed with a general discussion which included many questions and answers.

The Executive Director indicated a 2004 Committee data base would be prepared based upon names and addresses of all in attendance plus others to be added.

The meeting ended at about 9:15 p.m.

Respectfully submitted,



Ellis J. Jones, 2004 Committee Secretary

Persons Attending 2004 Orientation Reception
Wednesday, April 23, 2003

*Member of WNGGA Board of Trustees

Rob and Lynn Griffith, Attica, NY
*Trudy Howells-Murphy, Philadelphia, PA
Mr. and Mrs. Joseph Steffan, Grand Island, NY
Georgeann W. Redman, West Seneca, NY
Mary Wordingham, Canandaigua, NY
Pat Lesinski, West Seneca, NY
Myfanwy Bajaj, Richmond Hill, ON
Margaret Carabine, Aurora, ON
Mary Ellen Morris Palmer, Holland, NY
Dorothy E. Shaw, West Valley, NY
Rollo and Alyce Clark, Webster, NY
Nelson and Patricia McGee, Amherst, NY
*Irene and Ed Field, Whitby, ON
*Huw Williams, Cumming, GA
*Dic Baskwill, Lutherville, MD
*Martha A. Davies, South Hadley, MA
*Myfanwy S. Davies, Ottawa, ON
*Robert Hughes, Akron, OH
*Berwyn E. Jones, Evergreen, CO
*Ellis and Janet Jones, St. Peter, MN
*Geraint H. Jones, Willowdale, ON
*Joan Owen and Daffyd Mandry, Lisbon, OH
*Sheila Dey Pepper, Nepean ON

2004 NORTH AMERICAN FESTIVAL OF WALES
National Gymanfa Ganu 75th Anniversary
1929 - 2004

Tentative Schedule

1. Wednesday, September 1
 - 1.1 Set Up Market Place (3:00 p.m.)
 - 1.2 Early Registration (5:00 - 9:00 p.m.)

2. Thursday, September 2
 - 2.1 Market Place and Tea Room Open (10:00 - 5:00)
 - 2.2 Tours (Begin at 8:30 a.m.)
 - 2.3 On site Registration (9:00 a.m. - 7:00 p.m.)
 - 2.4 Eisteddfod Preliminary Round (1:00 p.m. - 4:00 p.m.)
 - 2.5 Opening Ceremony and Noson Lawen (7:30 - 9:30 p.m.)
 - 2.6 Informal Singing (9:30 p.m.)

3. Friday, September 3
 - 3.1 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
 - 3.2 Tours (Begin at 8:30 a.m.)
 - 3.3 On Site Registration (8:30 a.m. - 7:00 p.m.)
 - 3.4 Board of Trustees Meeting (9:00 - 12:00 noon)
 - 3.5 Seminars (9:30 - 10:30, 11:00 - 12:00, 1:30 - 2:30)
 - 3.6 Goat Island Event (3:00 - 5:00 p.m.)
 - 3.7 Pre-Banquet Reception (5:30 - 6:15 p.m.)
 - 3.8 Banquet and Program (6:30 - 9:30 p.m.)
 - 3.9 Children's Activity (6:00 - 9:00 p.m.)
 - 3.10 Informal Singing (10:00 p.m.)

4. Saturday, September 4
 - 4.1 Ninnau Breakfast (7:30 - 9:00 a.m.)
 - 4.2 Market Place and Tea Room Open (8:30 a.m. - 5:00 p.m.)
 - 4.3 Registration On Site (8:30 a.m. - 5:00 p.m.; Concert Lobby 5:00 - 8:00 p.m.)
 - 4.4 Annual General Meeting (9:00 - 11:00 a.m.)
 - 4.5 2004-2005 Board of Trustees Organizational Meeting (11:15 - 12:00 noon)
 - 4.6 Awr Y Plant (12:00 - 1:00 p.m.)
 - 4.7 Eisteddfod Finals (1:00 - 4:00 p.m.)
 - 4.8 AWO Summit Meeting (3:00 - 5:00 p.m.)
 - 4.9 Grand Concert (7:30 - 10:00 pm.)
 - 4.10 Alternate Youth Activity (TBA)
 - 4.11 Informal Singing (10:30 p.m.)

5. Sunday, September 5
 - 5.1 Market Place Open (9:00 a.m. - 1:00 p.m.)
 - 5.2 On Site Registration (9:00 - 2:30 p.m.)
 - 5.3 Welsh English Church Service (10:30 - 11:30 a.m.)
 - 5.4 Afternoon Gymanfa Ganu (2:30 - 4:30 p.m.)
 - 5.5 Intersession Meal (4:30 - 6:00 p.m.)
 - 5.6 Evening Gymanfa Ganu (7:00 - 9:30 p.m.)
 - 5.7 Closing Reception (9:30 p.m.)

6. Monday, September 6
 - 6.1 Market Place take down by 12:00 noon (?)
 - 6.2 Tours (?)

VENUE PLANNING
COMMITTEE MEMBER

FUNCTION OR
RESPONSIBILITY

ASSISTANTS AND VOLUNTEERS

Myfanwy Davies

Chairperson

72305 101
(1111) 1111
1111 1111
(111) 111-1111
11111111.com

Concert

Dic Baskwill, Joan Owen Mandry

Catering

Gerri Baker Parry, Lynn Owens-Whalen, Myfanwy Bajaj, Margaret Williams, Margaret Carabine, Ann Dayes

Martha Davies

Noson Lawen

Joan Owen Mandry, Myfanwy Bajaj

Sunday Events

Dic Baskwill, Jan Briggs, Robert Hughes, Berwyn Jones

Berwyn Jones

Program Booklet

Keith Davies Jones, Ellis Jones, Huw Williams, Lynn Owens-Whaler

Seminars

Connie Holt Claypool, Keith Davies Jones

David Evans

Informal Singing

Connie Holt Claypool, Keith Davies Jones

Props

Gerri Baker Parry, Geraint Jones

Trudy Howells

Youth/Child Events

John Ellis, Mabel Hastings

Publicity

Jan Briggs, Bob Roser

Robert Hughes

Marketplace

Gerri Baker Parry, Bob Roser, Ann McFerrin

Goat Island

Sheila Pepper, Olwen Joyce Anderson

Geraint Jones

Tours

Buffalo V&CB, Sheila Pepper, Dafydd Williams

Meeting Preparations

Alan Upshell

Fundraising

Huw Williams, Olwen Joyce Anderson

Recording

Keith Davies Jones, Gerri Baker Parry

Alison Lawson

Fisteddfod

Barbara Colton, Lisa May, Betty Cullingworth

Ellis Jones
Ed Field

Secretary
Treasurer

As of April 2003.

Buffalo 2004 Gymanfa Ganu – To Do List – Grand Plan

Item	Sub-item	Description	Applicable Day	In Charge
1		REGISTRATION	Wed - Sunday	Ellis Jones
	1.1	<ul style="list-style-type: none"> • Software – 		
	1.2	<ul style="list-style-type: none"> • Registration Form/ Booklet must be ready by Jan. 1 • Set prices (adult and child), schedules, tours, seminars, participants, menus 		
	1.3	<ul style="list-style-type: none"> • Anticipated attendees 1,000-1,500 • Name tags on String can be printed on computer from registration. • Include town and state/province • Flags or ribbons attached to nametags for organizing committee • Flags or ribbons showing attendees of 25 or 50 Nationals – would have to ask on registration form 		
	1.4	<ul style="list-style-type: none"> • Printing of tickets for functions. Different colours • Number tickets for control • Leave space on banquet ticket for table number 		
	1.5	<ul style="list-style-type: none"> • Envelope stuffing-When? Who? • Include Registration receipt • Tickets • Program booklets • Other information to be included such as tourism sites, restaurants, registration receipt, flyers 		
	1.6	<ul style="list-style-type: none"> • Registration and Information Desks • Location • Shipping of booklets and information to hotel • Storage room, security • Set Hours of operation • Make up roster for staffing of desk • Computer hookup • Volunteers around hotel as guides (Schedule volunteer training) 		

Item	Sub-item	Description	Applicable Day	In Charge
		<i>beforehand)</i> <ul style="list-style-type: none"> • <i>Hymnbook sales, etc.</i> • <i>Resting room for staff</i> • <i>Easels, Notice boards</i> 		
	1.7	<ul style="list-style-type: none"> • <i>Banquet seating table</i> • <i>Hours of operation</i> • <i>Staffing</i> • <i>Seating Plan chart</i> • <i>Stickers or replacement tickets</i> 		
	1.8	<ul style="list-style-type: none"> • <i>Accounts</i> • <i>Deposits</i> • <i>Security? Safe?</i> 		
	1.9	<ul style="list-style-type: none"> • <i>On-line registration Security</i> 		
2		PROGRAM BOOKLETS		Berwyn Jones
	2.1	<ul style="list-style-type: none"> • <i>Contact potential advertisers- Local, National, International, Reciprocal</i> • <i>Set sizes and rates</i> • <i>Ads should be on disc – make sure format is same as printers</i> • <i>Ad deadline middle to end of June? Or earlier?</i> • <i>Need Buffalo ad researcher</i> • <i>Should we solicit email greetings like Ottawa did?</i> 		
	2.2	<ul style="list-style-type: none"> • <i>Cover design</i> • <i>Special Colour</i> 		
	2.3	<ul style="list-style-type: none"> • <i>Include Programs for events</i> • <i>Gymanfa program in center of book</i> • <i>Bios and photos of artists and participants</i> 		
	2.4	<ul style="list-style-type: none"> • <i>-Special recognition of Nelson Llewellyn</i> • <i>Letters from VIPs</i> 		
	2.5	<ul style="list-style-type: none"> • <i>Memorials, Donations, Sponsor lists</i> • <i>Advertise for these in Ninnau and Y Drych</i> • <i>Lists of previous venues and chairs etc.</i> 		
	2.6	<ul style="list-style-type: none"> • <i>Choose printer</i> • <i>Set deadline for completion, cutoff of information</i> 		
	2.7	<ul style="list-style-type: none"> • <i>Proofreading</i> 		

Item	Sub-item	Description	Applicable Day	In Charge
3		MARKETPLACE	Thursday to Sunday	Robert Hughes
	3.1	<ul style="list-style-type: none"> • Set hours • Arrange set up, take down by retailers • Give retailers information on loading dock and parking arrangements • Establish cost to retailers (Free table usually given to next venue) 		
	3.2	<ul style="list-style-type: none"> • Room Layout –(Tea room may also be in there) • Arrange rental of 8ft tables 		
	3.3	<ul style="list-style-type: none"> • Security of room and merchandise when marketplace is closed 		
	3.4	<ul style="list-style-type: none"> • Make up list of retailers and exhibitors • Any exclusions? Exhibitors or products? • Draw up participation contract • Contact possible participants • Coordinate vendor ads with program booklet 		
	3.5	<ul style="list-style-type: none"> • Check out Federal Government regulations, Customs regulations etc. 		
	3.6	<ul style="list-style-type: none"> • New York State Sales Tax? 		
	3.7	<ul style="list-style-type: none"> • Check out Local Government and Dept. of Health regulations 		
	3.8	<ul style="list-style-type: none"> • Is there any Facility Commission? 		
4		TEAROOM	Thursday to Saturday	Myfanwy Davies
	4.1	<ul style="list-style-type: none"> • Set hours 		
	4.2	<ul style="list-style-type: none"> • Layout of tables, rental costs • Establish charge for tea and cakes 		
	4.3	<ul style="list-style-type: none"> • Arrange coffee, tea, Welsh cakes, plates, hot water, decaf, cups and saucers, cream, milk, sugar, serviettes • Volunteers to watch 		
	4.4	<ul style="list-style-type: none"> • Welsh cakes – How many needed? • Who will make them? Ottawa, Toronto, London already contacted. 		
		•		
5		TOURS		

Item	Sub-item	Description	Applicable Day	In Charge
	5.1	<ul style="list-style-type: none"> To be organized by Buffalo Niagara visitors and convention bureau Does Tour company provide ticket takers? Would reduce number of volunteers needed Suggested tours-Niagara Falls, Maid of the Mist, Behind the Falls, Six Flags Darien Lake, Ontario wineries, Buffalo Architecture including Frank Lloyd Wright and Louis Sullivan Buildings. Make arrangements for notifying participants of changes/cancellations 		
	5.2	<ul style="list-style-type: none"> Arrange an official airline supplier 		
	5.3	<ul style="list-style-type: none"> Arrange bus transportation to Goat Island in conjunction with Goat Island Committee 		
	5.4	<ul style="list-style-type: none"> Get Ontario information also 		
6		SEMINARS	Friday and Saturday	Berwyn Jones
	6.1	<ul style="list-style-type: none"> Seminar Name/Topic Dates and Times offered Location Maximum attendance? (expect 15 to 50 possibly) Entrance Fee Presenter Payment Bio and Picture for booklet Seminar précis for registration booklet and newspaper advertising Equipment needed – podium, mike, TV, VCR, Overhead, Piano Volunteer ticket taker and gopher Signage for outside room on easel <p>Same criteria for each seminar. Would be numbered 6.2, 6.3 etc. Each seminar would run about 1½ hours. There would be 3 or 4 slots for seminars per day. There could be 5 or 6 seminars per slot.</p>		

Item	Sub-item	Description	Applicable Day	In Charge
7		<u>NOSON LAWEN</u>	Thursday	Martha Davies
	7.1	<ul style="list-style-type: none"> • <i>Expected attendance 700-1,000</i> • <i>MC?</i> 		
	7.2	<ul style="list-style-type: none"> • <i>Entertainers and type of acts</i> • <i>Arrange anthem player</i> • <i>Song sheets for singalong?</i> 		
	7.3	<ul style="list-style-type: none"> • <i>Equipment needed – Stage, podium, risers</i> • <i>Sound system</i> • <i>Piano tuned</i> • <i>Flags on stage</i> 		
	7.4	<ul style="list-style-type: none"> • <i>Opening ceremony</i> • <i>Indoors or out?</i> • <i>Before Noson Lawen or Earlier in Afternoon?</i> • <i>Parade of Trustees</i> • <i>Children in costume?</i> • <i>Local representatives?</i> • <i>Reps from other Celtic nations?</i> • <i>Flag raising in front of hotel?</i> 		
	7.5	<ul style="list-style-type: none"> • <i>Cash Bar</i> • <i>Ticket takers at door</i> • <i>Backstage help</i> • <i>Rehearsal Time</i> • <i>Warm up area</i> • <i>Te Bach to follow? (Include chocolate chip cookies?)</i> • <i>First Aid</i> 		
8		INFORMAL SINGING	Thursday to Sunday	David Evans
	8.1	<ul style="list-style-type: none"> • <i>Location</i> • <i>Bar nearby</i> • <i>Piano</i> 		
	8.2	<ul style="list-style-type: none"> • <i>Conductors and accompanists</i> 		
9		BOARD OF TRUSTEES MEETING	Friday (possibly move to Wed. or Thurs.)	Geraint Jones with HQ

Item	Sub-item	Description	Applicable Day	In Charge
	9.1	<ul style="list-style-type: none"> • Location • Time 		
	9.2	<ul style="list-style-type: none"> • Equipment needed Water, pens, paper, easel • Board table open circle for 30 		
10		GOAT ISLAND EVENT	Friday	Robert Hughes
	10.1	<ul style="list-style-type: none"> • Anticipated attendance 700-1,000 • Arrangements with Park officials • Alternate rain arrangements 		
	10.2	<ul style="list-style-type: none"> • Transportation from hotel to Island, buses, maps • Coordinate with Tour Committee 		
	10.3	<ul style="list-style-type: none"> • Equipment, piano, mikes, podium, seating 		
	10.4	<ul style="list-style-type: none"> • Program, Order of Service • Plaque dedication? 		
	10.5	<ul style="list-style-type: none"> • Participants - Speaker(s), Organist, Minister • Volunteer ushers • First Aid 		
11		BANQUET	Friday	Myfanwy Davies
	11.1	<ul style="list-style-type: none"> • Expected attendance 700-1,000 • Menu, Include vegetarian and child option • Bar service before and during dinner. Bottle purchase also 		
	11.2	<ul style="list-style-type: none"> • Seating arrangements • Head Table-Process In? To Music? • Tables for BOT? 		
	11.3	<ul style="list-style-type: none"> • MC, Minister, Speaker • Ticket takers needed at door 		
	11.4	<ul style="list-style-type: none"> • Equipment-Piano, Podium, Mike, Flags • Decorations- Red, green linens? • Tables must be numbered • Separate printed program? Bilingual? 		
	11.5	<ul style="list-style-type: none"> • Entertainment after dinner • Artist - Fee, Equipment needed • Possible reception beforehand by WTB 		

Item	Sub-item	Description	Applicable Day	In Charge
		<ul style="list-style-type: none"> • <i>First Aid</i> 		
12		CHILD AND YOUTH ACTIVITIES	Thursday to Saturday	Trudy Howells
	12.1	<ul style="list-style-type: none"> • <i>Location(s)</i> • <i>Tours</i> • <i>Expected attendance?</i> 		
	12.2	<ul style="list-style-type: none"> • <i>Different activities for each age group e.g. Awr y Plant, Pool/Pizza party, craft session, tours, Welsh bingo</i> 		
	12.3	<ul style="list-style-type: none"> • <i>Volunteers to assist</i> 		
	12.4	<ul style="list-style-type: none"> • <i>Babysitting service?</i> 		
13		NINNAU BREAKFAST	Saturday?	
	13.1	<ul style="list-style-type: none"> • <i>Organized and paid for by Arturo Roberts</i> • <i>Location</i> • <i>Expected attendance 50</i> • <i>Equipment-Mike</i> • <i>Menu</i> 		
14		ANNUAL GENERAL MEETING	Saturday	Geraint Jones with HQ
	14.1	<ul style="list-style-type: none"> • <i>Location</i> • <i>Expected attendance 150</i> 		
	14.2	<ul style="list-style-type: none"> • <i>Setup and equipment- Head Table, Microphones on Head Table and mid floor, Easel with flip chart</i> • <i>Tables at back for handouts</i> 		
	14.3	<ul style="list-style-type: none"> • <i>Security</i> 		
15		BOARD OF TRUSTEE'S MEETING	Saturday	Geraint Jones with HQ
		<ul style="list-style-type: none"> • <i>Follows AGM in same room</i> 		
16		EISTEDDFOD COMPETITION	Thursday, Friday and Saturday	Alison Lawson

Item	Sub-item	Description	Applicable Day	In Charge
	16.1	<ul style="list-style-type: none"> List of competitions, performance requirements Set entry fee Include form with registration form Print in newspapers also Deadline for entry 		
	16.2	<ul style="list-style-type: none"> Schedule of competitions – preliminary and Finals Location Warm up room Rehearsal time and location-preferably in same room as competition for competitors to get used to acoustics 		
	16.3	<ul style="list-style-type: none"> Equipment needed – Piano, Table for adjudicators to sit at, mikes Seating for audience Expected attendance 50-300 		
	16.4	<ul style="list-style-type: none"> Adjudicators and accompanists Payment 		
	16.5	<ul style="list-style-type: none"> Prizes Winners perform at other functions, e.g. Senior hymn winner usually sings at Bilingual service 		
	16.6	<ul style="list-style-type: none"> Ticket sales Ticket takers at door First aid 		
17		AWO SUMMIT MEETING	T.B.D.	Geraint Jones with HQ
	17.1	<ul style="list-style-type: none"> Location, Time Invitation List-Get from HQ Be sure to get delegates name Expected attendance 50 Setup and equipment 		
18		THE GRAND CONCERT	Saturday	Myfanwy Davies
	18.1	<ul style="list-style-type: none"> Expected Attendance 1,000 to 1,500 (possibly more depending on artist) Location and Seating-allow for wheelchairs 		

Item	Sub-item	Description	Applicable Day	In Charge
	18.2	<ul style="list-style-type: none"> • Artists and fees • Photos and biographies for booklet • Possible sponsors • Artists may have own brochures, tapes, CDs to sell/distribute • Performance contracts 		
	18.3	<ul style="list-style-type: none"> • Program for concert – Include all 3 anthems 		
	18.4	<ul style="list-style-type: none"> • MC 		
	18.5	<ul style="list-style-type: none"> • Local Advertising • Churches, newspapers, arts magazines 		
	18.6	<ul style="list-style-type: none"> • Equipment needed – sound system, piano, organ, lights, risers 		
	18.7	<ul style="list-style-type: none"> • Rehearsal time 		
	18.8	<ul style="list-style-type: none"> • Backstage arrangements – refreshments, first aid, rest area, 		
	18.9	<ul style="list-style-type: none"> • Decorations-Flags on stage 		
	18.10	<ul style="list-style-type: none"> • Ushers and ticket takers 		
19		WELSH/ENGLISH CHURCH SERVICE	Sunday	Martha Davies
	19.1	<ul style="list-style-type: none"> • Ministers, participants, organist • Preacher confirmed-Rev. J.E. Wynne Davies, Aberystwyth and wife Mary. • Sponsored by Martha Davies • Payments to participants • Location • Expected attendance 300 • Backstage rest area for participants, refreshments 		
	19.2	<ul style="list-style-type: none"> • Order of service, Theme of Sermon, selection of hymns (different from Gymanfa selections but in keeping with sermon theme) and readings • Special Music • Use Eisteddfod winner as soloist? • Separate printed program including hymns? • First Aid 		
	19.3	<ul style="list-style-type: none"> • Memorial Service- coordinate with HQ • Vases come from HQ • Order roses locally 		

Item	Sub-item	Description	Applicable Day	In Charge
		<ul style="list-style-type: none"> • <i>Arrange for 2 young helpers</i> 		
	19.4	<ul style="list-style-type: none"> • <i>Collection by BOT</i> • <i>Decorations – Flags, cross(from Harrisburg)</i> 		
20		GYMANFA GANU	Sunday	Martha Davies
	20.1	<ul style="list-style-type: none"> • <i>Location</i> • <i>Expected attendance 1,000-1,500</i> • <i>Conductor Fee, arrangements</i> • <i>Meirwyn Walters confirmed</i> • <i>Organist Fee, arrangements</i> • <i>Alan Thomas confirmed</i> • <i>Participation contracts</i> 		
	20.2	<ul style="list-style-type: none"> • <i>Minister(s), Chair of Session</i> 		
	20.3	<ul style="list-style-type: none"> • <i>Special Music</i> • <i>Artists, accompanist,</i> • <i>Payments</i> • <i>Rehearsal, warm up</i> • <i>Bio and Picture for booklet</i> • <i>Performance contract</i> 		
	20.4	<ul style="list-style-type: none"> • <i>Selection of Hymns, Order of Service</i> • <i>Consult with Conductor and organist or decided by committee</i> • <i>Include children's hymn</i> • <i>Arrange closing ceremony for evening session.</i> 		
	20.5	<ul style="list-style-type: none"> • <i>Equipment needed-Flags, Roses from morning, piano, organ, microphones, section signs</i> • <i>Make sure director and organist can see each other</i> • <i>Hymnbook sales</i> • <i>Entrance fee for non-registrants</i> • <i>Ushers</i> • <i>First Aid</i> 		
21		INTERCESSION MEAL	Sunday	Myfanwy Davies
	21.1	<ul style="list-style-type: none"> • <i>Location</i> • <i>Estimated attendance 500</i> 		

Item	Sub-item	Description	Applicable Day	In Charge
	21.2	<ul style="list-style-type: none"> • <i>Menu buffet or sit down?</i> <i>Include child option</i> • <i>Bar Service</i> 		
	21.3	<ul style="list-style-type: none"> • <i>Ticket takers</i> 		
22		CLOSING TEA	Sunday	Myfanwy Davies
	22.1	<i>Arrange coffee, tea, etc., leftover Welsh cakes, chocolate chip cookies?</i>		
	22.2	<i>Location</i>		