

Celebrations 2011-2012 - List of responsibilities and proposed schedule

Responsibility	Responsible	Phone		E-mail
Project Manager				
Logistics Team				
Plan and celebrations Team				
Finances Team				
Communication Team				
Décoration Team				
Music Team				
Secretariat				
Welcoming province, coordinator				
Vice international coordinateur				
Welcomed province, coordinator				
Vice international coordinateur				
		Day	Month	Status
Logistic Team				
Team formation	Responsible logistic Team			
Meetings				
Monthly report				
Links with the meeting place				
Practical informations for the pilgrims				
Transportation				
* Arrivals/Departures organisation / Car/Bus				
* Arrival/Early or late departures organisation				
* Airport shuttles/Meeting place				
* Train station shuttles/Meeting place				
* Organisation drivers team				
* Emergency phone numbers				
* Available cars and drivers				
* Van rental equipment transportation				
Insurances				
Technic				
* Micros, speakers ...				
* Audio, CD player...				
* Conferences recording				
* Stage				
Pilgrim's bag decoration (ask communities)				
Pilgrims welcome				
* Welcome Desk				
* Pilgrims reception, badges, bags, documents dispatch				
* Delegates accompaniement to their rooms				
* Various informations				
* Post, stationnery, phone cards				
* Bookshop				
* Doctor, pharmacy				
List of tasks to do on site				
During the pilgrimage				
* Hostess				
* Team coordination meeting (morning or evening)				
* Announcements boards				

* Signaling, posters FLI				
* Meals (vegetarian, diet ...)				
* Breaks				
* Rooms setting				
Dispatch and collect evaluations				
Secretariat				
Schedule and logistic meeting reports				
Sending invitation letter and registration form				
Visas				
* List of countries needing visa				
* Addresses consulates				
* Requirements for each country				
* Letters passeports, visas				
* Customized invitation letter				
* Acommodation certificate for visa				
Registrations				
* Return of the final registrations				
* Update registration grid				
* Closure of registrations				
* Registration confirmation,practical informations				
Arrivals and departures grid				
Bedrooms dispatch				
Badges with names				
Documents				
* Ask songs to the countries				
* Songbook, layout, printing				
* Attendees List (names et addresses)				
* City map				
* Sanctuaries map				
* Printing of pilgrim's booklet				
Looking for interpreters				
Summary of evaluations				
Schedule and celebrations team				
General invitation lettre				
Monthly meetings				
General schedule				
* Opening and closing ceremonies				
* Sharing groups and anawims				
* Conferences				
* Fiesta				
* Liturgies				
* Morning and evening prayers				
* Sacristy				
* Local Bishop invitation for celebration				
* Relaxing workshop				
Annoucement speaker				
"Time keeper"				
Pilgrim's bags content				
* Pilgrim booklet, achievement				
* Faith and Light history in the welcoming country				
* Place and history description...				
Decoration team				
* Welcome banner				
* Conference room decoration				

* Liturgies, morning prayers decoration				
* Small meeting rooms decoration				
* welcome desk decoration				
* Welcome gifts in the bedrooms				
Financial Team				
* Budget. details, expenses overheads				
* Mailing to the provincial coordinators and IVC				
* Bank account opening				
* Fundraising				
* Logistic team accountancy				
* Accounts closure				
Music team				
* Music band organisation				
* Scores				
* ong leader				
* Rehearsals before the pilgrimage				
Comunication Team				
* Press Kit				
* Links with the media, local radios, newspaper				
* Press conference				
* Public conference				
* Contact schools, youth movements...				