

katoomba christian convention
kyck12 Leader's Checklist

A checklist for Group Leaders as you prepare for Convention

Date	Action	Who	Done
8 February 2012	kyck #1 bookings open at 9am (WEDNESDAY)	kcc	
9 February 2012	kyck #2 bookings open at 9am (THURSDAY)	kcc	
10 February 2012	kyck #3 bookings open at 9am (FRIDAY)	kcc	
	Phone kcc office to book accommodation, after booking you have 7 days to get your deposit to kcc (\$20pp)	You	
	Register online at www.kyck.kcc.org.au OR send in your Group Registration Form via post/fax. You have two options: 1) Full Payment at the time of booking, OR 2) Book places now and make full payment by Early Bird Rate cut-off (7 March 2012)	You	
	An email will be sent to you to confirm your booking and/or payment	kcc	
February/March 2012	Promote kyck to the youth at your church. See the kyck12 Promo page (under Extra Info) on the kyck website for ideas	You	
	Collect registration and accommodation fees from your group members Ask group members to make their payment to you so you can send one cheque/credit card payment for the group	You	
	Once names and numbers have been confirmed, fully pay your registration fees by 7 March by: 1) Registering online at www.kyck.kcc.org.au , OR 2) Posting/faxing in a completed Group Registration Form	You	
	Send full registration and final accomodation payments at the same time (include a gender breakdown if you are staying at a kcc site - this is very important)	You	
	Due to a high demand for kyck , advise the kcc office in writing of any decreases in registration/accommodation numbers from those originally booked so that people on the waiting list can be offered seats/beds	You	
	Finalise all details with group members	You	
1 March 2012	Remind your group that all cancellations attract a fee (rego \$10pp, accom \$20pp) Rego Cancellations made after Wednesday 7 March 2012, are non-refundable (in part or in full) Accommodation Cancellations - Only if the accommodation is re-let will the remaining portion be refunded. Cancellations received after Wednesday 14 March 2012, are non-refundable in part or in full	You	
7 March 2012	Note: Early Bird Registrations close. Payment must be received by this date to receive the early Bird Rate	You	
	Note: payment after this date is charged at the Standard Rate of \$64pp (week #1 & #2) or \$59 (week #3)	You	
	Once we have received your payment, your groups name tags/tickets will be sent to you two weeks out from kyck	kcc	
During March and April 2012	Clarify transportation and accommodation arrangements with your group. Explain where to meet one another upon arrival at the kcc site - on the Convention Plaza is best	You	
	You will receive your entry tickets (wristbands) 4 weeks before kyck	kcc	
Friday of kyck #1 13 April #2 20 April #3 27 April	Be at kcc site to meet your group members as arranged. Session 1 commences at around 8:00pm. (traffic to Katoomba can get heavy so allow plenty of travelling time!) Remind your group that their wristband is also their kyck entry ticket.	You	

Please pray for the safety of all delegates as they travel up to the site and that each person who attends kyck 2012
 will be blessed by the teaching of God's Word