Planning Checklist for Regional CCL Meetings

PHASE 1: Preliminary (one year in advance)

___Get the approval/support of your department, dean, facilities supervisors, etc. at your institution

___Obtain and review a copy of current CCL Regional Meeting Guidelines (available at https://www.christianityandliterature.com/xm_client/client_documents/CCL%20Regional%20Guidelines%202015.pdf)

___Create Call for Papers, including the following information:

- date of conference (two-three days in duration)
- location of conference
- theme/description of conference/preferred topics
- length of abstracts and deadline date
- keynote speakers
- contact info for the conference chair
- requirement of CCL membership for presenters (but not general registrants)
- details for graduate student grants
- details for the CCL undergraduate writing contest (Conference directors may either require that undergraduates submit full papers in place of an abstract or require full papers at some later point--for example, two weeks before the conference date--for undergraduates whose abstracts are accepted.)

___Send the CFP to Mark Eaton (meaton@apu.edu) for posting on the CCL web site. Also post it to the U Penn CFP listserv (http://call-for-papers.sas.upenn.edu/submit/) and the ChristLit Discussion Group (https://www.christianityandliterature.com/ChristLit-Discussion-Group)

PHASE 2: Planning (Nine to three months in advance)

___Solicit a support committee

- publicity
- abstract readers
- hospitality
- transportation
- registration/budget coordinator

___Create a budget

- Expenses

- o   faculty course release for coordinator (if you're lucky)
- o   meals
- o   printing fliers, programs, etc.
- o   tech support
- o   student workers
- o   keynote speakers
- Income
  - o   participants' registration fees
  - o   CCL conference startup grant $600 ([apply now](#))
  - o   additional funds from university

___Reserve rooms/space on campus to hold the conference

- concurrent panel sessions: two-four rooms
- large plenary room: one room
- communal space for registration and hospitality
- dining area

___Identify local host hotels or campus housing and set up a group reservation

___Establish a web site (if time and university resources allow—if not, include this information in an email sent to accepted presenters during Phase 3)

- Call for Papers info
- registration info
- CCL membership requirement (CCL membership is required for presenters only, not
  - o   general registrants)
- hotels/lodging
- taxi/airport transportation
- program schedule
- contact info

___Publicize to:

- previous year's regional registrants
- current CCL members – all regions
- your university faculty
- CCCUs
- other church-related colleges in your region
- local universities, colleges, junior colleges
- MLA Religion & Literature mailing list

PHASE 3: Organizing – after abstract deadline (Five to one months in advance)

(Five to three months in advance)

__Select appropriate abstracts and notify participants, including the information from "Establish a web site" during Phase 2

- give them two weeks to confirm their participation
- and one month to pay their registration fee

___If undergraduate presenters submitted only abstracts, collect the full manuscripts of their papers no later than two weeks before the conference date

___Revise the budget based on confirmed headcount

___Start grouping confirmed participants into panel sessions

___Solicit moderators

___Designate greeters to work the registration desk

___Create a tentative program schedule and post on website

___Order CCL materials for display on the book table

(One month in advance)

___Send program to print

___Create direction signs for campus, program session schedule for classroom doors, registration table, etc.

___Create registration packets/folders

- conference program
- at-a-glance, full details, index, bios of presenters, etc.
- local restaurants and tourist info
- campus map
- conf. feedback form
- other hospitality items

___Create name badges

___Order checks for keynote speakers

PHASE 4: Post-Conference (One or two weeks after the conference)

___Compose the final Conference Report as per CCL Guidelines, and submit it to the CCL VP via the Conference Report Form.

___Select up to three best critical essays and up to three best creative works from the undergraduate submissions, and submit them along with the report to the CCL VP

___Complete reimbursements for graduate student grants

___Pass on your roster of participants to the next year's host

___Meet with your committee to debrief and review the feedback forms

Questions at any stage of the process? Please contact the CCL Vice President, Carissa Turner Smith (csmith@csuniv.edu).