Justin had sent this list of tasks for the Marietta church:

1.      A cost estimate of expenses for meals and Professor Torbett.

2.      Local and District wide publicity.  Since Cincinnati was the site of the 2014 Convocation, we know there is interest in that area.

3.      Reserving a block of rooms at a reasonably priced motel near the Church.

4.      Friday night refreshments, Saturday lunch, and dinner.

5.      Sunday lunch would be nice

6.      Friday night welcome and program.

7.      Saturday night entertainment

     My opinion is that we from the Convocation should contract with Dr. Torbett directly and soon.

   Please say the name of your pianist/accompanist, and tell him we will need to be in touch with him as well before the end of February.

     We need to prepare a registration form and decide to whom registrations go.  Since the completed forms will likely be accompanied by money, perhaps they should go to Peggy Jones, Convocation treasurer?  What do you think, Justin and Peggy?

     An article will need to be prepared and sent to David Damico for ***The Herald*** by February 20, I would think.  I still need to contact Bill Gupton but someone else will need to contact the other UU churches in the district.  Considering that Dr. Torbett is locally known there should definitely be some area promotion.

     Typically, the host church does provide both a Friday evening program and Saturday evening "entertainment".  That may be a lot to ask this late in the game!  Let's try to nail down the entertainment asap.  I mentioned the musical talent in the Marietta congregation.  What other options are there?  Anything from the college - like a drama team or dance troupe?

     Justin mentioned the trolley.  Any other options for a tour?

     We do need to identify one or two Marietta lodging places and try to get a group rate, or at least reserve some rooms.  One may be enough if the cost is middle range ($70 - $110?) I will proceed with this if it is okay with everyone.

     We need to move on this quickly.

                                                                  Rich