

CROSS CON 27 – Group Leader Checklist

Sample Group Leader • 25–50 people • \$200/person

Registration

- ☐ Aim to register before March 15, 2026 for lowest price
- ☐ All attendees committed and spots claimed by Sept 2 (your group deadline — 40 spots max)
- ☐ Register group for the CROSS CON meal plan
- ☐ Share the attendee info sheet with your group

Payments

- ☐ Communicate that spots are limited to 40 — first paid, first secured
- ☐ Collect \$200 from each attendee (covers registration, travel, meals, and lodging)
- ☐ Submit group payment on behalf of all attendees once individual payments are collected

Travel

- ☐ Arrange vehicles and confirm drivers for up to 40 people
- ☐ Confirm departure time from Sample Church (123 Main Street, Your City, ST 00000) — work back from 12:00pm Dec 31 arrival in St. Louis
- ☐ Communicate departure time, carpool assignments, and vehicle details to all attendees

Lodging

- ☐ Book hotel rooms near America's Center in St. Louis
- ☐ Collect gender info from all attendees and assign rooms by gender (4 same-gender per room, 2 queen beds)
- ☐ Communicate lodging expectations to group: 4 same-gender people per room, 2 queen beds

Communication

- ☐ Set up group text / group chat with all confirmed attendees
 -  *Group Leader Tip: Consider pairing your group chat with a shared Google Drive or OneDrive doc that has all the key details in one place — hotel info, phone numbers, schedule, food plan, etc. Attendees can reference it anytime without scrolling through messages.*
- ☐ Share group expectations with all attendees: sit together for each session, attend the group gathering with a partner organization, and participate in a post-conference discussion about how CROSS CON should shape our everyday lives

Final Details (December 2026)

- ☐ Send final details to group by Dec 17 — departure time, hotel info, meal plan details, what to bring, full schedule
- ☐ Confirm headcount matches vehicle capacity, hotel room bookings, and meal plan registrations
- ☐ Share your group leader contact information with all attendees

Price Increase Reference

Date	Note
Sept 17, 2026	Price increase
Nov 19, 2026	Price increase
Dec 17, 2026	Final price