

TRAVEL & MEETING PLANNING SERVICES SO YOU CAN FOCUS ON YOUR CORE MINISTRY

Planning meetings can be overwhelming and time consuming.
Let GCFA meeting planning professionals do it for you.

- Site selection and venue negotiations
- Customized website for event registration
- Onsite and post event support
- Available to annual conferences, general agencies, and affiliated organizations



EXTENSIVE

Beginning-to-end planning



EXPERIENCED

Combined over 80 years of meeting planning experience



WORLDWIDE

Domestic and international meeting planning expertise



MULTILINGUAL

Fluent in English, French, Hindi, Portuguese, Punjabi, and Urdu

“GCFA staff have saved me and my staff hours by taking care of negotiations and following up on details of our annual conference contracts, allowing us to focus on other important planning. Their on-site presence gives me peace of mind. They have saved us valuable resources including time, money, and energy.”

– Rev. Erica Robinson-Johnson, New England Conference



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

FOR MORE INFORMATION

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cakey@gcfa.org

UMC SUPPORT

TRAVEL & MEETING PLANNING SERVICES
SO YOU CAN FOCUS ON YOUR CORE MINISTRY

PRE-PLANNING

- Site & Venue Selection
- Vendor Negotiations
- Comprehensive Logistical Planning
- Transportation

EVENT REGISTRATION

- Workshops
- Housing rooming lists
- On-line credit card processing
- Communication

FULL SERVICE TRAVEL AND MEETING PLANNING

PRE-PLANNING

EVENT REGISTRATION

POST EVENT

ONSITE SERVICE

POST EVENT

- Bill Reconciliation
- Email Blasts
- Reporting
- Post Event Review

ONSITE SERVICES

- Mobile Event App
- Registration
- Audio Visual Needs
- Off-site Meals and Outings