

COUNTDOWN TO THE WORKSHOP HOST CONGREGATION'S PLANNING TOOL

This is intended as a planning tool to help organize a weekend—for complete details refer to the body of the Hosting Guide

SCHEDULED DATES FOR WORKSHOP: _____	
<p>UUA CONTACT Susanna Whitman, Administrator New Congregation & Growth Resources Office Unitarian Universalist Association 25 Beacon Street, Boston, MA 02108</p> <p>Phone 617-948-4270 Fax 617-742-0321 E-mail swhitman@uua.org</p> <p>Workshop Facilitator Name _____ Address _____ _____ Phone _____ Fax _____ E-mail _____</p> <p>District Contact Name _____ Address _____ _____ Phone _____ Fax _____ E-mail _____</p>	<p>Host Congregation or Conference Center Name _____ Address _____ _____ Phone _____ Fax _____ E-mail _____</p> <p>Onsite Coordinator Name _____ Address _____ _____ Phone _____ Fax _____ E-mail _____</p> <p>Other Contact Information _____ _____ _____ _____ _____ _____</p>
SIX MONTHS BEFORE THE WORKSHOP _____ <i>date</i>	
<p>Volunteer to Host Event</p> <p><input type="checkbox"/> Review the “Host Congregation/Onsite Coordinator Responsibilities” section of the <i>Hosting Guide</i>.</p> <p><input type="checkbox"/> Board will likely want/need to review and ratify the decision to host.</p> <p><input type="checkbox"/> Enlist a key volunteer to act as onsite coordinator. Provide him/her the “Host Congregation/Onsite Coordinator Responsibilities” section of the <i>Hosting Guide</i>, also available online at www.uua.org/cde/education/hostinfo.pdf</p> <p><input type="checkbox"/> Share information with district contact person.</p>	
FIVE MONTHS TO THE WEEK BEFORE THE WORKSHOP _____ <i>date</i>	
<p>Onsite Coordinator Forms Volunteer Team to:</p> <p><input type="checkbox"/> Establish budget (five months ahead) to enable fee to be published in publicity materials.</p> <p><input type="checkbox"/> Purchase and prepare food, or contact caterer to do so.</p> <p><input type="checkbox"/> Arrange for room & meal set-up, serving and clean up.</p> <p><input type="checkbox"/> Purchase/gather supplies.</p>	

- Staff registration table.
- Coordinate home hospitality.
- Offer local transportation for facilitator.
- Organize Saturday evening coffee house or all-congregation event (optional).

Collaborate with District Office to Set Budget and Determine Responsibility

- Develop a budget for meals/snacks/supplies with local volunteers and the district contact person (registration fee to cover food, supplies & participant manuals).
- Determine who is responsible for providing supplies (easels, markers, nametags, masking tape, chalice, CD Player, overhead projector, and any other supplies).

Send Accommodation and Location Information to District

- Provide complete contact information for nearby/moderately priced hotels and B&Bs.
- Send clear directions to the church or conference center.

SIX WEEKS BEFORE THE WORKSHOP _____ DATE

Receive Final Numbers to Carry Out Plan

- Receive final number of individuals/teams pre-registered for event. It has been our experience that final numbers may change +/- five people. FYI: if numbers show fewer than 7 congregations/25 people, the workshop may be canceled.
- Match home hospitality hosts with guests.

TWO WEEKS BEFORE THE WORKSHOP _____ DATE

Receive Participant Manuals

- Check to see that manuals have been delivered to your congregation. If they haven't, let the district contact person know ASAP.

DURING THE WEEKEND _____ DATE

Staff the Registration/Welcome Table

Provide Meals/Snacks for Participants

Provide Home Hospitality for Designated Participants

Supply Space and Materials For Event

Ensure local folk are present to help lock up, interpret how building works, and onsite help.