

Countdown to the Workshop—District Planning Tool

This is intended as a planning tool to help organize a weekend workshop. For complete details, refer to the body of the *Hosting Guide*.

SCHEDULED DATES FOR WORKSHOP: _____	date
<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>On-site Coordinator Name _____ Address _____ _____ Phone _____ Fax _____ E-mail _____</p> <p>Other Contact Information _____ _____ _____ _____ _____ _____</p>
SIX MONTHS BEFORE THE WORKSHOP _____	date
<p>Request Workshop</p> <p><input type="checkbox"/> Submit a <i>Weekend Workshop Request Form</i> (available as Appendix B in the <i>Hosting Guide</i> and also online at www.uua.org/cde/education/hostapplication_midsize.pdf) to this address:</p> <p style="margin-left: 40px;">Administrator, New Congregation and Growth Resources UUA, 25 Beacon Street, Boston, MA 02108, or Fax at 617-742-0321 or e-mail to swhitman@uua.org</p> <p>Identify and Support District Contact, Host Congregation, and On-site Coordinator</p> <p><input type="checkbox"/> Identify the district contact person.</p> <p><input type="checkbox"/> Locate a host congregation/center with adequate space (a room, available Friday night – Sunday afternoon, fitting 10 tables for congregational teams) that is able to host a workshop.</p> <p><input type="checkbox"/> Provide host congregation with <i>Host Congregation/ On-site Coordinator Responsibilities</i>, available in Appendix C of the <i>Hosting Guide</i> and also online at www.uua.org/cde/education/hostinfo_midsize.pdf.</p>	

FIVE MONTHS BEFORE THE WORKSHOP _____ date

Communicate With On-site Coordinator

- Check in to see how planning is going and to support/coach as required.

Collaborate with On-site Coordinator to Set budget

- Develop a budget for meals/snacks/supplies with the on-site coordinator (registration fee to cover food, supplies, and copies of the *Participant Guide*).
- Determine who is responsible for providing supplies (easels, markers, name tags, masking tape, a chalice, a CD player, an overhead projector, and any other equipment needed).

Promote Program: Publicity

- Promote the event in the district newsletter, at district events, on district Web pages, and in the district calendar.

FOUR MONTHS BEFORE THE WORKSHOP _____ date

Identify Registrar

- Arrange with the on-site coordinator who will act as registrar. (It may be a district staff person or volunteer, or a congregational volunteer.) We've found it easiest if registration forms and checks are sent directly to this person.
- Finalize the registration fee.

Prepare Publicity

- Create promotional materials, brochures, and registration forms (clearly describe program, and state expectations for teams--for example, a minimum of three participants).
- Send the draft to the on-site coordinator and to the facilitator to confirm the accuracy of the information.

Encourage Participation

- Encourage the members of the district extension committee and other district leaders to attend.

THREE MONTHS BEFORE THE WORKSHOP _____ date

Send Out Brochures and Publicity

- Finalize and send promotional materials to congregations in the target area. Use multiple modes (for example, brochures, e-mail, Web sites, and other useful modes).
- Send one copy of all publicity materials, maps, and directions to:
Susanna Whitman, Administrator
New Congregation and Growth Resources
Unitarian Universalist Association
25 Beacon St., Boston, MA 02108
- Send one copy each of all publicity materials, maps, and directions to the two workshop facilitators.

UP TO SIX WEEKS BEFORE THE WORKSHOP _____ date

Accept Registration Forms

Encourage Participation

- Follow up with congregations who would benefit from attending but have not yet registered.
- Remind members of the district extension committee and other district leaders to attend.

SIX WEEKS BEFORE THE WORKSHOP _____ date

Registrar: Contact UUA Office

- Provide to the UUA's New Congregation and Growth Resources Office the number of people registered for the event/number of copies of the *Participant Guide* required. (FYI: if fewer than seven congregations/twenty-five people have registered, the workshop may be canceled.)

Registrar: Work Closely with On-site Coordinator

- Provide to host site or host congregation the total number of attendees/congregations registered (to coordinate food, dietary needs, and rooms or home hospitality).
- Provide contact information for those requiring home hospitality and any other special needs.

District Contact: Connect with Workshop Facilitator

- Coordinate how district staff members/representatives might be involved during the weekend (for example, helping facilitate small groups or giving information on the district's services).

FIVE WEEKS BEFORE THE WORKSHOP _____ date

Registrar: Send E-mail or Mail to All Registrants

- Send a letter confirming that they are registered for the event and providing more details. Include in the letter the Web site address for the *Preworkshop Assignments*: www.uua.org/cde/education/preworkshop_midsize.pdf.
- Inform individuals who requested home hospitality as to its availability and with whom they will stay.
- Ensure that individuals without e-mail or internet service will receive information by mail, including the *Preworkshop Assignments*. Perhaps ask each congregation's contact person in each group to forward this information, as needed.

TWO WEEKS BEFORE THE WORKSHOP _____ date

Receive Participant Guide

- Check to see that the copies of the *Participant Guide* have been delivered to the host site or congregation. If they have not arrived, contact the national UUA office ASAP!

DURING THE WEEKEND _____ date

Work with facilitator and on-site coordinator to ensure a successful weekend.

Submit Check to UUA

Submit Check to Host Site or Host Congregation to Reimburse Expenses

Set Up Alumni E-Mail Group

- Set-up an e-mail group from the registration list.
- Post the list of key knowledge and experience gained that was generated on the last day of the workshop with the entire group.
- Invite teams to share their progress with action plans developed during the weekend.
- Periodically “tickle” the e-mail list by posting useful information, inviting teams to share their progress, or both.