

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>On-site Coordinator Name _____ Address _____ _____ _____ Phone _____ Fax _____ E-mail _____</p> <p>Other Contact Information _____ _____ _____ _____ _____ _____ _____</p>
SIX MONTHS BEFORE THE WORKSHOP _____ date	
<p>Volunteer to Host Event</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review the <i>Host Congregation/On-site Coordinator Responsibilities</i> section of the <i>Hosting Guide</i>, also available online at www.uua.org/cde/education/hostinfo_midsize.pdf. <input type="checkbox"/> Have the board review and ratify the decision to host. <input type="checkbox"/> Enlist a key volunteer to act as the on-site coordinator. Give him or her the <i>Host Congregation/On-site Coordinator Responsibilities</i> section of the <i>Hosting Guide</i>, also available online at www.uua.org/cde/education/hostinfo_midsize.pdf. <input type="checkbox"/> Share information with district contact person. 	

FIVE MONTHS TO THE WEEK BEFORE THE WORKSHOP _____ date

On-site Coordinator Forms a Volunteer Team to:

- Establish a budget (five months ahead) to enable the fee to be published in publicity materials.
- Purchase and prepare food, or contact caterer to do so.
- Arrange for room and meal set-up, serving, and clean up.
- Purchase and gather supplies.
- Staff the registration table.
- Coordinate home hospitality.
- Offer local transportation for the facilitators.
- Organize a Saturday evening coffeehouse 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 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 supplies).

Send Accommodation and Location Information to District

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

SIX WEEKS BEFORE THE WORKSHOP _____ date

Receive Final Numbers to Carry Out Plan

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

TWO WEEKS BEFORE THE WORKSHOP _____ date

Receive *Participant Guides*

- Check to see that copies of the *Participant Guide* 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 That Local Folks Are Present to Help Lock Up, Interpret How Building Works, and Provide On-Site Help.