

GUIDELINES FOR HOSTING A WORKSHOP/CONFERENCE Fall /2003

Advance planning is required. Once the date & topic are determined, the work begins.

- ü *Publicity – flyers, mailings, bulletin inserts, announcements from the pulpit, & phone calls so that the event is placed on parish & participants' calendars.*
- ü *Encouraging staff members & others interested in the religious education to attend.*
- ü *Follow-up calls to invited parishes & within the parish.*
- ü *Arrangements for registration, food, & room set up.*
- ü *Most of all, it works best when various people are involved doing specific tasks.*

Publicity

- § If desired, I can develop the flyer & submit it to the host parish for approval.
- § In the Pittsburgh Metropolis: I the mail the flyers to the clergy & directors; the host parish to sister Orthodox parishes.
- § Outside the Pittsburgh Metropolis: The host parish mails the flyers & provides me with a list of the parishes.

Expenses

- § There is no fee for parishes in the Pittsburgh Metropolis. Outside the Metropolis, the \$300 fee is negotiable.
- § Travel expenses – None within the Pittsburgh Metropolis; \$.345 per mile or airfare outside the Metropolis.
- § The host parish arranges overnight accommodations either at a motel or at the home of a parishioner.

What does the Host Parish do?

1. Contacts me with possible dates & topics of interest. Suggested topics are available upon requested.
2. Makes overnight accommodations if needed.
3. Determines the registration fee to cover expenses – food, photocopies, honorarium, travel.
4. Provides facilities for the workshop that will accommodate the participants.
5. Provides the directions/map to the parish to be included on/with the flyer.
6. If the host parish is not in the Pittsburgh Metropolis, mails the flyers.
7. Makes follow-up phone calls to the invited parishes 2 weeks & 1 week before the workshop.
8. Provides me with a "final count" the Monday before the workshop.
9. Provides staff members to oversee the registration table the day of the workshop.
10. Provides light refreshments during Registration (coffee, tea, juice, muffins or bagels).
11. Provides a light lunch for the participants. Keep it simple so that no one misses out on the workshop. Examples: pizza & salad; deli tray, potato salad & chips; pasta & salad.
12. If I bring a display of books: (a) Provide help to unload the car on Friday & reload it on Saturday, & a cart, if possible, to transport the boxes. I need help with the boxes. (b) Have the room arranged as planned. (c) Have the tables covered, if needed.
13. Prepare the packets for the participants. I will supply the handouts either by email or the postal service.
14. Provide Nametags, Pens and Paper for the participants.

What will I do?

1. Assist with the publicity as noted.
2. If I drive and bring a display, I will set it up & pack it up.
3. If desired, meet with the host staff on Friday evening.
4. Make 2 presentations on the day of the workshop.
5. On Sunday visit classes, offer a homily, or talk with parents after Liturgy, if desired.

Schedule for the Weekend

Friday: I arrive in the early afternoon whether I drive or fly. *If I bring a display, set-up takes about 1.5-2 hours. If the drive is over 5 hours, I come on Thursday.*

Saturday: I like to arrive 30-45 minutes before Registration. *[If I drive and bring a display, I need about 1 hour to pack up. Since the books are boxed in a specific fashion, there is little for anyone else to do except help load the car.] I prefer a relaxing evening.*

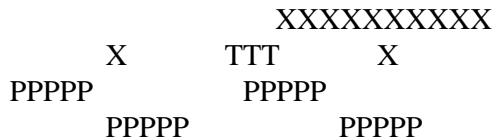
Sunday: Visit classes, offer a homily, or talk with parents after Liturgy, if desired. Departure time & day depends on the driving time or return flight.

Room Layout

- q I will need a small table (TTT) to set out reference books, a podium, & microphone.
- q I like the **tables/seating** for the participants (PPP) to be closely in front of me.
- q If the parish has a TV & VCR, please make it available. Position it near the display tables.
- q Provide a tape recorder for playing audiocassette tapes.
- q Other items as agreed up during planning.

Room Layout if I bring a Display

- q The amount of materials I bring will determine the number of tables needed. This will be discussed prior to my coming.
- q I suggest the room be set up so that the display tables (XXX) are in a U-shape behind me, then I can make reference to them as needed.



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