

Coordinator Checklist

The Coordinators Guidelines outline the process of planning a workshop. Schedule A outlines each step that is involved.

Below is a checklist for you may wish to follow:

		√ when completed	NOTES
Planning Workshop			
	• Book the Instructors		If needed, check with Program Assistant* for list of Instructors Obtain instructors travel costs and accommodation needs
	• Set dates		Consult with instructors
	• Budget		See Schedule I in Coordinator's Guidelines
	• Reserve space & equipment		
	• Publicity		Create brochure and obtain approval from the instructors
			Send to the Program Assistant* for posting on the website
			Advertise as widely as possible, including to other congregations, local United Church Regional Council, and other interested parties.
	• Find helpers		Consult with instructors
Workshop Preparation			
	• Register participants		Create a participant list Appendix C and consider on-line registration - as registrations arrive send an acknowledgement with any other information
	• Equipment		Ensure there are enough massage tables available (1 for each 3 participants) along with pillows and linens
			Make sure there is at least one flip chart and markers
			Check with instructors on need for sound or video systems
	• Decide on a COVID protocol for the workshop		Consult with church council and the instructors
	• Copy required forms		Participant evaluation (may be done by the Instructors)
	• Name tags		
	• Plan snacks/coffee/tea		
	• Letter to participants		Indicate the start times, what they need to bring, any protocols

		√ when completed	NOTES
Day before			
	• Set up teaching space		Moveable chairs, center table, side table for instructors, Kleenex
	• Set up healing space		Tables, bedding, pillows, step stools, hymn books etc
	• Set-up greeting area		Name tags, participant list, etc.
Days of the workshop			
	• Set up snacks/coffee/tea		Have water and drinking glasses available too
	• Registration		Manage registration and collect fees owing as participants arrive
	• Participant Evaluations		Show to Instructors but keep for sending summary to Program Assistant
1-2 weeks after workshop			
	Email the following forms and fees Forms to the Program Assistant* Fees: Please e-transfer funds to the same email address (avoid sending cheques when possible).		
	• Participant list		Appendix C
	• Instructor's fees		Appendix D
	• Participant fees		\$30/participant [except for repeaters], paid to the Healing Pathway Society
	• Any surplus above \$200		Coordinator's Guidelines p.2
	• Summary of Participant Evaluation		Appendix F
	• Community Evaluation		Appendix G
	•		
	<i>Any additional tasks arising from the workshop, which may include</i>		
	• Send out any thank-you notes		

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