

# The Renovation Feasibility Study Workshop Program

*Thank you for considering 1 Acropolis for your renovation study. Our goal is to help you and your organization be as informed and prepared as possible prior to the start of your project to assist in your success.*

**Workshop** (work-shop) noun

*A brief intensive program for a small group of participants focusing on new skills and knowledge of a particular subject with the guidance of an instructor or guest presenter.*

## **Participants**

- Workshop participants should be at least 6 and up to 12 members. Exceptions can be made to the larger number, but we find that a committee much larger than 12 members begins to busy-up and confuse the conversation.
- Participants should be from a variety of interests and should be committed to seeing the Feasibility Study through to its completion.
- Participants should commit to the entire period of the workshop. Comings and goings are disruptive and do not serve the best interest of the larger group. Some exceptions can be made if necessary.

## **Workshop Details**

- The Feasibility Study Workshop Program is designed to be conducted over a single day.
- If the sponsor prefers, the workshop study can be spread over a two day period to make for a shorter period each day.
- Ideally, the workshop presentation room should be configured in a “U” shape around a center table with restroom facilities nearby.
- There should be space in front of the table for the presenter(s) to establish a workspace.
- A small table should be in this area for use by the presenter.
- A second small table or end-table should be provided in this area with a pitcher of water and two glasses, or 4 bottles of filtered water such as Dasani.
- A projector for use with a PC computer and a screen or LED screen should be provided at the center front of the room. Computer will be provided by the presenter.
- Unless the room is overly large, a public address loudspeaker system is not required.
- A lectern and/or podium is not required.
- Presenter does not provide closed-caption or ASL interpreters for hearing impaired. Sponsor may provide such if they desire and with notification to the presenter.
- A technician should be available to solve any problems that might occur with AV equipment.

## **\*Please note**

Lodging and hospitality/travel for the Workshop presenter(s) is provided by the sponsor and is in addition to the arranged services fee.

The Workshop may not be taped or recorded. After the workshop has concluded, the presenter will follow up with an electronic file of session content and will forward the digital summary to the sponsor within two weeks of the workshop conclusion.

Currently, this workshop is available for in-person presentation only. The presenters are fully vaccinated against Covid. Presenters will work with the recommendations of the sponsor with regards to how they wish to select the participants, and whether the participants should be fully

vaccinated, always masked, or left up to everyone's choice. It is anticipated that this program will be available for ZOOM presentation at a future date.

### **Program Order**

#### **Day One: 8:15am – 3:45pm**

**7:45am -8:15am** - presenter(s) arrival and set-up

**8:15am – 8:30am** - Participants arrive  
*Rolls-Muffins-Danish, water/tea/coffee/juice provided by sponsor*

**8:30am** - Presenter(s) introductions/ Workshop begins

**11:00am** - 15-minute break to stand up and use facilities

**11:15am -12:45pm** - Workshop continues

**12:45pm - 1:30pm** - Lunch provided by sponsor.  
*Lunch should be in Workshop room or in a nearby room.*

**1:30pm** – Reconvene; workshop continues

**3:15pm – 3:45pm** – Wrap-up and Workshop concludes

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**Renovation Feasibility Study Workshop** is intended to be presented over the course of one business day (7.5 hrs). Sponsor can schedule this workshop for a weekday or weekend date.

If committee clientele prohibits a continuous meeting, the workshop can be divided into two presentations. Each presentation would be 3 hours and 15 minutes; and could be presented during the morning, afternoon, or evening hours.

In addition to service fee, sponsor would be responsible for overnight accommodations and hospitality for presenter(s) during any multiple day presentation.