

# Workshop Planning

## 1. Find Coordinator

Help recruit and assign people to Hospitality & Inviting Team, Set-up & Tear-Down Team, Kitchen Serving Team

## Inviters & Hospitality Team - 2 or more people

### Part 1 - Up to 1 month before until workshop day

Who can you get to help you personally invite others to the workshop?

Who can be in the narthex signing people up after worship each week? (Get name, email and phone number)

Who in your town can use the e-vite (under God's Story in Your Life Workshop Materials on this page: <https://christianharpmusic.com/promo> to invite others to the workshop via email or facebook, etc?

**Approximately one month before**, assign one person to send out to the emails you have collected. Assign 1-2 people to send out physical invites.

Lavish the participants with love. Consider writing individual notes for each participant to receive when they arrive at the workshop. These can be short and simple. When the participants come in and see their name on a note, they feel seen and known. Place a note at their spot at the table.

Consider decorating the room with Scripture verses and Christian quotes. This is a simple, effective way to communicate the love of God to those who have come for healing and restoration.

Consider putting a small fresh flower arrangement on participant tables & serving tables.

Consider printing special name tags for the participants.

### Part 2 - Workshop Day

Be there at least 30 minutes early.

Greet people as they arrive.

Have people get name tag.

Show them to their seat with their welcome letter (with their name on it).

## **Kitchen Serving Team (2-3 people)**

Assign someone to be in charge of kitchen as the kitchen crew chief -  
Duties chief assigns others to help with:

- drink prep - water w/ ice, juice (optional), coffee, hot water and tea
- setting out morning snack
- decorations for serving areas (coordinate w/ tables)
- setting out and rewrapping food after potluck
- doing any dishes
- few people to bring morning snacks
  - **ideas**
    - fruits & caramel dip
    - small cinnamon rolls or coffee cake
    - pastries
    - fruit pizza (tube sugar cookie crust baked & covered in cream cheese mixed with granulated sugar & Vanilla extract. Cover with multi-colored fresh fruit w/ on top, drizzled w/ apricot preserves.)
    - tiny quiches
  - someone to bring M & Ms
  - someone to bring dark chocolate

Arrive an hour early to make sure all drinks, napkins, stir sticks, cream, sugar, tea bags, etc. are set out.

Make coffee (juice).

Put M & Ms in bowls for each table, but not at each table till time for ice breaker.

Put dark chocolate dove heart at each spot on each table (and some in bowl).

Set out morning snacks on serving table.

## **Set-up & Tear-down team - 2 or more people - many hands make light work**

Work with custodial staff. Safety is key.

### **The Room: Create an Inviting Space**

1. Make a drawing of how you would like the room set up for the day.

Make sure the room is set up so each person can hear and see one another's faces clearly. If there are more than 8, divide the amount evenly around a table

for seating. Round tables are best if you have them. Make sure there are chairs included in the circle for Karin and Amanda. The closer the chairs, the more open to conversation people seem to be.

2. Make the space seem comfy like a living room if possible. Couches, pillows, lamps, end tables, candles are great decorations.

3. For larger groups table cloths and tasteful, centerpieces.

4. Have name tags and pens available (or preprinted name tags)

5. Pass out time-line paper to each person

6. Make sure team is available to reset room after workshop.