Mark Ewert | www.generositypath.com

Unitarian Universalist Congregation

July 28-30, 2023

**Friday Evening:** Session Leaders Orientation and Workshop

All facilitators + main contacts, and consultant and registrars

• 5:30 Meet at organization for dinner (dinner will be provided)

• 6:00 Facilitator training starts

• 9:00 Training session ends

**Saturday Morning:** Workshops

• 8:30 Gathering and Registration (breakfast snacks: bagels and fruit, coffee)

• 9:00 Morning workshops begin

• 12:00 Morning workshops end

Break

• 12:00 to 12:30 and prepare for afternoon session (lunch for coordinators, consultant,  and any facilitators who are doing all day)

**Saturday Afternoon:** Workshops

• 12:30 Gathering

• 1:00 Afternoon workshops begin

• 4:00 Afternoon workshops end

**Sunday afternoon**: Merging Work  Coordinators, facilitators, and consultant

• 12:30-3:30 Merge all the information gathered from the workshops (snacks – depending  on meeting time)

**Space, Supplies, Setup**

• A separate space for each workshop

• Chairs for everyone (including facilitators) – set up initially so everyone can see each  other (set up shifts during workshop so chairs need to be movable)

• Wall space for display

• Long table: for the facilitators and consultant to work on – in a space set apart from  workshop participants (can be in the same room if it is larger enough, or in an adjoining  room).

**Supplies**

• Nametags for all participants (We have a heavy supply of nametags!)

• For each room/workshop:

• 2 flip charts & paper pads (chart with sticky backs are expensive. As an

alternative, you can get Newsprint pads in the same size and tape that will not  mar the walls)

• 2 rolls of (blue) painter’s tape, 1” wide (needed regardless of paper with sticky  back)

• 3X5 Cards in 4 different colors (it does not matter what colors, as long as they  are obviously distinct from each other). We will need 3 of each color of those  for each participant. For example, for 16 participants we would need a total of  192 cards (48 of each color)

• White 3X5 cards, about 5 per participant

• A pack of colored dots (sometimes called Color Coding Labels), various colors.  We will need about 50, for a group of 20, but they usually come in larger  quantities than that

• Markers (various colors) – NOT-permanent, about 2 of them per participant  • A pack of rubber bands (each workshop room will need about 10)