

## Schedule A - Coordinator Checklist

This outlines each step that is involved as set out in the body of the Coordinators' Guidelines, you may wish to follow it to guide you through the process.

	NOTES	√ when completed
<b>Planning the Workshop</b>		
Book the Instructors	The Healing Pathway Program Assistant* can provide a list of Instructors, if needed.	
	Obtain the instructors' travel costs and accommodation needs	
Set dates of the workshop	Consult with the instructors	
Work out a budget	You can use Schedule I in Coordinator's Guidelines	
Reserve space & equipment	Somewhere with adequate space for massage tables as well as the learning circle and with kitchen/kitchenette and washrooms	
Publicity	Create a brochure and obtain approval from the instructors – give consideration to on-line registration.	
	Send electronic copies of the brochure to the Program Assistant* for posting on the website	
	Create posters and advertise the event as widely as possible, including to other congregations, the local United Church Regional Council, and other interested parties.	
Find helpers	Consult with the instructors on this	
<b>Workshop Preparation</b>		
Register participants	Create a participant list [Appendix C] - as registrations arrive send an acknowledgement along with any other information	
Equipment	Ensure there are enough massage tables available (1 for each 3 participants) along with pillows, linens and one step stool per table	
	The Instructors will need at least one flip chart and markers	
	Check with instructors on the need for sound or video systems	
Decide on a COVID protocol for the workshop	Consult with church council and the instructors on what rules should apply.	
Copy required forms	Check with the Instructors, as they may bring the Participant Evaluation forms. There are forms you will need to complete after the event – see the last section of the checklist.	
Name tags	One for each attendee, or helper – the Instructors may bring their own	
Plan snacks/coffee/tea	Determine who will provide them and what is needed	
Letter to participants	About a week before the event - indicate the start times, what they need to bring, any protocols	

	NOTES	√ when completed
<b>The Day before</b>		
Set up teaching space	Chairs that can easily be moved, center table (coffee table type), side table for instructors, Kleenex, flipchart, hymn books etc.	
Set up healing space	Tables and learning circle	
Set-up greeting area	Name tags, participant list, etc.	
<b>During the workshop</b>		
Set up snacks/coffee/tea	Have water and drinking glasses available as well	
Registration	Welcome participants, manage registration and collect fees owing as participants arrive	
Participant Evaluations	Show to Instructors but keep for sending summary to Program Assistant	
<b>1-2 weeks After the Workshop</b>		
<b>Email the following forms and fees</b>		
<b>Forms to the Program Assistant* (avoid sending handwritten forms where possible)</b>		
<b>Fees: Please e-transfer funds to the same email address (avoid sending cheques when possible).</b>		
Participant list	See Appendix C	
Instructors' fees	See Appendix D	
Participant fees	\$50/participant [\$25 for repeaters], paid to the Healing Pathway Society	
Healing Pathway surplus	Any surplus above \$250 to go to the Healing Pathway Society, see Coordinator's Guidelines p.2	
Summary of Participant Evaluation	See Appendix F	
Community Evaluation	See Appendix G	
<b><i>Any additional tasks from the workshop, which may include:</i></b>		
Send out any thank-you notes		