

Schedule A: Suggested Timeline

Some coordinators have suggested the following as a timeline for planning that they have found helpful. We offer it for you to use and adapt to your situation.

First Steps

- Contact the Program Assistant with possible dates, and to discuss instructors.
- With the teaching team, confirm the dates and stay in communication throughout.
- Connect with Church Administrator and Treasurer to book space and clarify accounting.
- Decide on means of payment – cheque or e-transfer.
- Begin publicity by drafting a brochure and have the instructors check it for accuracy.

Three or Four Months Prior

- Forward an electronic copy of your brochure to the Program Assistant for inclusion on the website. It will be listed under “Courses”.
- A budget tool is included at Schedule I for use, which may be helpful.
- Helpers can be recruited at this time.
- Begin locating needed resources like massage tables, bedding and pillows.
- A person may be asked to coordinate publicity.
- Clarify with instructors their fees, travel expenses and accommodation.
- Decide whether to order “Healing from the Heart” or to provide attendees with ordering information.

One Month Prior

- Copy required forms - participants list, forms for evaluations.
- Plan for a snack/refreshment team.
- Plan for room supplies: e.g. flipchart, tables, step stools (check with the instructors).
- Plan for tables for registration and book display and their locations.
- Send confirmation to all registrants and update instructors with the number registered.

Week Prior

- Sign out church key (if necessary) and clarify times available and alarm system details.
- Purchase snack items and ensure a supply of water for leaders and participants.
- Prepare name tags, up-to-date participants list, oil (if needed), candle(s), hymn books.

The First Day of the Workshop

- Greet each person arriving and oversee the registration process. Have each one double check their contact information and pay whatever fees are outstanding.
- There will be a moment to get last minute instructions as well as to ground and pray with the instructors and other helpers at the beginning of the workshop.

Completion

- Thankyous and clean up.
- Complete items to be sent to the Healing Pathway.
- Complete financial responsibilities.