

# Logistics Guide for Hosts

## Overview

This handout is for hosts and logistics leaders. Checklists and a timeline are provided to make your job easier.

## Key Points:

1. Secure a facility for the course. The ideal space is a large conference room for the lecture that has audio-video capabilities. Wireless internet is also important. In this room, you will need a podium, two 6 ft. tables and two chairs at the front. Usually this room is also used for the Facilitator Training prior to the course.
2. You will need break out spaces for small groups (4-5 people including the facilitator) that has an outlet to plug in a laptop, room for a 6 ft. table, chairs, and enough floor space to lay out the Path cards. Each group requires a quiet space. The number of break out rooms will depend on the total number of participants.
3. Manuals, all other documents and materials (listed on next page) will need to be available on the day of the Facilitator Training.
4. At the facilitator training, the host will assist the presenter in assigning each participant to a small group and will provide a finalized list.
5. The host will write the names of the facilitators in large letters on individual sheets of paper and arrange them on a table. Each participant will put an evaluation on top of the paper with their facilitator's name at the end of each day.
6. The host is responsible for providing water and healthy snacks. Lunch must be held at the facility each day. The cost is the responsibility of each participant unless you find a donor. Options for lunch include each person placing an order at the beginning of each day from a local restaurant or the host arranging for food to be catered or prepared by volunteers.

# Host Logistical Responsibilities

## Course Materials Provided by Host

### **Main Room:**

- Video beam projector and screen
- Lavalier microphone for Presenter
- Hand held microphones (at least one)
- Extra extension cords
- Ability to play music in main area with adequate speakers
- Table at back for merchandise sales (one)
- Table in front for presenter's supplies
- Table in front for feelings and needs cards demonstration
- Podium in front
- Bell or chime in podium
- Two chairs in front
- White board with markers in front
- Dry erase markers (one pack) or Alcohol for dry erase board
- Flip chart and markers
- Easel to hold flip chart
- Masking tape (one roll)
- Waste baskets in front and back
- 5 manila folders labeled on the front in big letters:
  - Continuing with the Practice
  - Course Evaluations
  - Confidential Evaluation of Participants
  - Confidential Evaluation of Facilitators
  - Peace Investors

### **Registration Table**

- Extra pens (one pen per participant)
- Waste basket

### **Breakout Spaces**

- Kleenex (2 boxes per small group)
- Laptops will be needed for each breakout. Generally the presenter and facilitators will have enough but may ask for support.
- Table (6 foot minimum) for small group exercises, one per break out space for first day of course only
- 4-5 chairs

## **Documents for Hosts to Print**

All items or templates listed below will be provided by RFI 15 days prior to the Course (excluding the registration list and list of participants assigned to small groups) which will be generated by the Host. All of these documents need to be available in time for the Facilitator Training.

- Foundations Course Participant Manuals (one per participant, one per Facilitator, one for the Presenter). These should be placed in a 3 ring binder or something comparable.
- Foundations Course Facilitator Guidebooks (one per Facilitator, one for the Presenter). These should be placed into the 3 ring binder with a course manual.
- Graduation Certificates for all participants
- Name tags inside plastic hangers to wear around neck
- Registration list in excel of all course participants with email, phone and address
- Sign-in sheet
- List of participants assigned to small groups