

Workshop Committee

Timeline/Checklist

T minus 3 months

- Organize committee - at least 5 or 6 people, so roles can be divided up - members:

- Set up Zoom meetings for weekly committee calls - day/times:

- Review notes from prior workshops, other Intergroups
- Assign roles, either up front or as needs arise (see Committee Roles below)
- Come to consensus on theme for workshops:

- Come to consensus on rough outline of format, dates, timing

- Verify theme, format, dates, timing with Intergroup
- Start recruiting speakers/facilitators

- Start recruiting volunteers for on-the-day service
- Start announcing workshops, call for volunteers

- Create initial flier for event, with broad outlines
- Set up web pages for workshops, including registration for attendees and volunteers, on UA-NY.org
- Start sending emails, using Intergroup MailChimp account
- Coordinate with other Intergroups on events, to make sure no clashes on dates, and identify additional volunteers

T minus two months

- Fix high level details (this can be finalized/adjusted closer to the date, but people like to know what is coming)

- Dates and times:

- Speakers/topics:

- Finalize flier(s) for event

- Revise web pages for events with details (suggest adding one post per event, so details can be added such as preparation or templates and materials for workshop)

- Alert underearnersanonymous.org calendar keeper about workshops, to put them on the Events calendar
- Send email with details
- Announce high level details at meetings (dates, where to see schedule/register, etc.)

T minus one month

- Get materials/templates from speakers
- Set up Zoom meetings for workshops:

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- Set up Zoom meetings for practice sessions (we held practice sessions on the Friday before each of the Sunday events):

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- Post materials/templates to web pages
 - Add Zoom meeting details to the web pages
 - Draw up volunteer grids for each event, names, phone numbers, email
 - Focus on recruiting volunteers for the event
 - Send another email to Intergroup mailing list

T minus one week

- Set up WhatsApp group for volunteers to coordinate during the event
- Send email reminding speaker and volunteers about upcoming practice session

Practice session

- Fill remaining slots on volunteer grid, circulate
- Remind speaker and all volunteers to dial in an hour before workshop start (to deal with any connectivity issues, and beat connection logjam at start of workshop)
- Briefly run through scripts, practicing hand-offs and Zoom admin activities

T minus two days

- Send another email to Intergroup mailing list
- Send reminder email to registered attendees

T minus one hour

- Speaker and all volunteers dial in an hour before the workshop start, any final practice, get comfortable in roles

T minus ten minutes

- Start admitting people to meeting
- Fire up recording

Post event

- Send email to volunteers, thanking for service and asking for feedback

- Send email to attendees, asking for feedback using form on website

Committee Roles

- Chair - chair meetings and rehearsals, present status at Intergroup meetings:
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- Secretary - take notes at meetings (decisions made, actions assigned, etc.), circulate to committee
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- Intergroup outreach - coordinate with other Intergroups
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- Graphic design - create fliers and graphic images for web pages
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- Web pages - create and edit web pages for event; after the event, add recordings
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- Emails - manage MailChimp emails to Intergroup mailing list, registered attendees, volunteers
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- Zoom - adjust Zoom account to add “large meeting” option; set up Zoom meetings for committee meetings, practice sessions, workshops
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- Volunteer wrangler - fill volunteer slots, fill out volunteer grids, send emails
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WhatApps coordinator - set up and maintain WhatsApp group for volunteers

Recordings - edit recordings to trim to just workshop and add a title page
