

## *How to Host an IPF Day of Reflection*

### **1. Find a mutually agreed upon date.**

**2. Book a location.** Be sure to get the name and contact information for the person you will be working with at the site. Discuss the following.

#### **Room set up:**

Discuss the need for tables and chairs vs. chairs alone

Who will be responsible for setting up the room (tables and chairs)?

How many participants will the room accommodate?

Where can drinks and food be set up?

Are there linens available or necessary for the food table?

Is there access to a coffee pot?

Are there instructions on or near the coffee pot as to how to use it?

Who will provide the coffee, cream, sugar, cups, stirrers, napkins...?

Is there AV equipment available?

Is there a computer available for a power point presentation?

Are there microphones (if needed) and how are they accessed?

Is there a screen available and how is it accessed?

Will a key be needed to access the room? If so, how are arrangements made to get the key and where do you return it at the end of the event?

Where are the light switches and the electrical outlets?

Is there a podium available? If so, who will make sure it gets set up?

How do you dispose of the trash?

#### **Time frame:**

What time will you need access and when will the clean-up be completed?

#### **If a caterer is involved, discuss those arrangements:**

Are there any limitations you need to be aware of (liquor restrictions, for example)?

Who provide linens and tableware, the site personnel or the caterer?

May the caterer use the kitchen dishwasher?

The site personnel may have recommendations for caterers they prefer to work with.

**If you are serving lunch or a meal,** walk through those plans with the facility personnel.

### **3. Create a committee**

Asking for volunteers to help is huge. It not only helps with the work load but it allows others to serve and to be a part of the event as a Martha as well as a Mary. Some volunteers like to work before the event (mailings, food prep), some prefer to work the event itself (set up, registration, meal service, clean up). Allow people to help with what they feel comfortable doing.

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### **4. Create an invitation list.**

Shared lists you might want to consider accessing:

Local Serra Clubs

Local Knights of Columbus

Any group in your area who specifically supports the priesthood

Past attendees of events

Obtain a list of IPF donors in your zip code areas from the IPF staff

Advertise in church bulletins if you are hoping for a larger crowd.

### **5. Create an invitation.**

IPF is known for using icons in our printed materials. If you would like to use an icon in your invitation, let the IPF staff know and they can forward to you the ones we have permission to use.

Decide whether you want a reply card included or whether you want to list an RSVP phone number or email address.

If you'd like to invite guests via a letter and you'd like to use our template, contact Linda in the IPF office.

A postcard format is also a good idea.

The best and easiest way to communicate with potential guests is via email and the internet.

Create a facebook event and invite friends.

Don't forget church bulletins! They are a great way to reach many at no cost!

Consider creating a poster to be displayed at churches.

### **6. Mail invitations**

Invitations should be sent at least 3-4 weeks in advance.

### **7. Collect RSVPs and create a registration list in alphabetical order.**

### **8. Check in with presenters.**

Ask if they will be using handouts or have books available.

Determine if speakers will bring copies of handouts or if hosts need to provide copies.

If books are to be used, be sure to give the presenters a mailing address where copies can be sent.

Ask if there are other needs they have that need to be attended to.

Will they be using AV? If so, what and how can you help facilitate it. (Powerpoint, CDs, DVDs, microphones, memory stick, for example)

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### **9. Preparations the day before the event** (if room/facility is available).

Get the key.

Set up the room or check to make sure it is set up the way you requested.

Set up a table for registration (if appropriate).

Set out pre-registration lists

Set out several pens.

Set out nametags (if used).

Set out handouts or books (if used).

Store coffee and other materials (decorations?) to be used the next day.

Move trash receptacles so they are conveniently located.

Check out AV equipment to make sure you know how to use it. Load disk if appropriate.

Post directional signs if needed. Make sure it's easy for guests to find the room.

Do as much set up as possible to save time the next day.

### **10. Preparations before guests arrive.**

Get coffee going in plenty of time. Some coffee makers take a long time to perk!

Set out food, drink, cups, and napkins. (Be sure to offer water.)

Test out the AV equipment.

### **11. As guests arrive.**

Welcome them and thank them for coming.

Ask them to check to make sure their names are listed correctly on registration sheet. Have them check off their names if it is correct, indicating their presence.

Ask them to fill out nametags, if appropriate.

### **12. Enjoy the presentation!**

### **13. Clean up**

### **14. Follow up after the event**

Send appropriate thank yous.

Send attendance list or filled out response cards to Omaha for entry into the IPF database.

Give feedback to speakers.

Discuss how to keep attendees engaged with IPF.

Discuss a subsequent event for your area.

It's always helpful to write up notes after an event such as this for reference for future events.