

## Hosts- BST Host Check off List

Now that you have agreed to host The BIG Story Training, we have laid out all of the steps and tasks required to successfully host this training. Below we have included a timeline and checklist for the tasks you will need to complete before hosting the training. They are listed in the order they should be completed. Please note that there may be some exceptions to the order.

- Assemble planning team

### Coordinator and Administration Team

Next you will need to assemble your planning team. This team consists of the coordinator (yourself) and two to three other individuals to assist with administrative tasks.

This team will be in charge of:

- Assisting in inviting participants
- Keeping record of who has said they will attend the event
- Printing lesson handouts for participants
- Making nametags
- Taking attendance during each day of the training (Using a sign-in sheet works best for this.)
- Assisting with passing out materials during sessions
- Monitoring break times—releasing and gathering people

- Choose venue
- Tell trainers venue location

### Venue

When choosing the venue, be sure it has enough teaching space at the front for activities. Classroom settings work well for this training. Previous trainings have been held at bible colleges and church buildings.

When choosing the venue, look for the following:

- enough teaching space for small group activities and demonstrations
- good seating. Participants need to be able to easily hear, see, and be able to move into small groups for discussions.
- easily accessible for participants
- area to sit and eat for lunch breaks

Once the venue has been decided on, please be sure to relay that information to your trainers.

- Arrange meals

### Meals

Arrange meals and tea time prior to promoting your training.

- Start promoting and recruiting

### Inviting and promoting

You should aim to recruit and invite your participants at least 2 months prior to the training. This will allow participants to make the necessary arrangements to attend the training.

Since the training is geared towards parents and those who have influence in the lives of families (such as teachers and children's church workers), aim to invite an equal number of people from both categories.

As stated in the Host Guidelines document, a personal, face-to-face invitation to the training is best. Other ways to recruit include, but are not limited to: phone calls, e-mails, church announcement, etc. Again, you know your group best and know the best way to contact them.

You should aim to have a minimum of 30 participants. The training includes a lot of small group discussions and sharing that work best in a group of this size or larger.

The maximum number of participants we recommend is 150. Please keep in mind that you may lose some of the interaction and learning in groups larger than this.

The decision on number of participants is ultimately up to you. You know your people best. If you don't think a larger group would take away from the learning experience, then that is fine.

Please note that this training builds off of each lesson so we advise you strongly encourage participants to be there all day both days. We do not recommend inviting new people to the second day of the training, as they will have missed the foundation of the previous day.

Once your participants have registered for the training, be sure to let your trainers know how many participants to expect.

- Send training information to Weave Trainers

Weave would like to share information about upcoming trainings on our website, [weavefamily.org](http://weavefamily.org). If you would like to include information regarding your training, please send the city, date, times, and registration contact's email address to your Weave Trainers. They will give this information to Weave's communication team.

- Arrange trainer accommodations
- Arrange airport transportation for trainers

### Trainer Accommodations and Transportation

Coordinate with your trainers on their accommodations. We recommend beginning this conversation about accommodations once the venue has been chosen as the trainers' accommodations will need to be close to the training venue. You may send your trainers recommendations since you know the area best or ask the trainers to do their own research for accommodations.

It is the responsibility of the host to arrange transportation to and from the airport for the trainers. Trainers will do their best to all arrive and depart around the same time for convenience.

- Print materials/assemble handouts

### Materials and Printing

Your coordinator and administration team can locate the handouts and certificates to print. If the handouts need to be translated, please be sure that you have someone available to do this ahead of time. Handouts can be printed in black and white, double sided.

Your team will also be responsible for printing the training evaluations (and translating responses if needed) to be handed in to the weave team.

The certificates of completion are optional. If you do choose to use them, we recommend printing them in color. Please let your trainers know if you decide not to print certificates, as it will affect the final session of the training where the certificates are presented.

The trainers will need a projector to show a short video, a white board or chalk board with dry erase markers or chalk, a teaching stand or pulpit, and a large table for props and demonstrations. Your trainers will bring the remaining supplies for the training.

All documents we send are free to download and print. There are no copyright issues unless you claim it as your own and use it to make profit. You may consider the cost of printing as you raise funds, or create a charged price for the training. We give you the freedom to contextualize these documents to best suit your culture.

- Schedule meetings with trainers

We would like to schedule a time to meet with you and your team prior to the training as well as after the training.

The pre-training meeting will be for the trainers to meet the administration team, see the venue, and go over any last minute details regarding the training.

In the post-training meeting we will debrief the training and discuss next steps to see a mobilization movement take root in your region.

### Final Details

Be sure you have received your trainers' arrival and departure times.

Give your trainers a final count of participants.

Let your trainers know any contact information they may need in case any issues arise upon arrival. This may include contact information to add to visa forms on arrival.