

## Hosting a Safe Church Classroom Training

### Requests of the host parish:

- A point-of-contact person from the parish, for communication with the diocese prior to the event, and to be on hand (8:00 a.m. – 3:15 p.m.) for the training. This person should have access to, and know how to operate, the computer /video and sound equipment, and should test the equipment ahead of time with a DVD to ensure that it is in working order. The point-of-contact person should also have the capability to adjust the HVAC/temperature if necessary. Please provide Susan Allen ([sallen@diosova.org](mailto:sallen@diosova.org)) with the name, cell phone number, and email address for this person at least two weeks in advance of the training.
- A registration assistant (8:10 – 9:35 a.m. and 12:10 – 12:35 p.m.) – this may be the point-of-contact person – to check in attendees and collect any fees paid at the door.
- Accommodation for up to 30 people per session (the final attendance count for each session will be provided to the host parish 3 days before the event).
- Provide beverages and a light snack for the attendees at each session.
- Provide lunch for the trainers and for those attending both sessions, and afterward submit receipts to the diocese for reimbursement. The diocese can reimburse up to \$10 per person. The lunch break is from 12:00-12:30 p.m.
- Email the link to the [Training Manual](#) to attendees so that they can each bring their own copy. You may need to print out copies for some attendees. Also email to attendees any pertinent information regarding parking, where to enter the building, etc. The list of attendees, with email addresses, will be provided to the host parish 3 days before the event.
- Provide name badges (self-stick) – either pre-printed or blank, with markers – for the attendees and trainers.
- The training starts at 9:00 a.m. and ends by 3:00 p.m. The trainers will arrive 30 minutes early; attendees are asked to arrive at least 15 minutes early.
- Registration cost to attend both sessions is \$10. Cost to attend one class only, with no lunch, is \$5. Payment is made to the Episcopal Diocese of Southern Virginia.

### Setup and Equipment Details:

- Computer that can play DVDs and a projector, sound system, and 60” screen **OR** a TV with a DVD player. Ensure that the equipment is sufficient for the group size and test with a DVD to ensure that it is in working order.
- Podium with microphone.
- Tables and chairs set up “classroom” style.
- Registration area with a table and chair.
- Area for coffee, tea, and snacks.

Church Name/City \_\_\_\_\_ Contact Person \_\_\_\_\_

Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_