

Hosting a Safe Church Classroom Training

Requested of the host parish:

- A **point-of-contact person** from the parish, for communication with the diocesan office prior to the event and to be on hand from 8:00 a.m. – 3:15 p.m. for the training.
The point-of-contact person should have access to, and know how to operate, the computer/video and sound equipment, and should also have the capability to adjust the HVAC/temperature if necessary.
Please provide Susan Allen (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** to check in attendees and collect any fees paid at the door (needed 8:10 – 9:35 a.m. and 12:10 – 12:35 p.m.). The point-of-contact person can also be the registration assistant. The registration fee to attend both sessions is \$10. The fee to attend one session only, with no lunch, is \$5. Checks will be accepted for payment at the door – no cash. Checks should be made out to Episcopal Diocese of Southern Virginia.
- The training starts at 9:00 a.m. and ends by 3:00 p.m. The lunch break is from 12:00 – 12:30 p.m. The trainers will arrive 30 minutes early; attendees are asked to arrive at least 15 minutes early.
- Provide blank self-stick **name badges** (with markers) for the attendees and trainers.
- Provide **beverages and a light snack** (muffins, cookies) 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.

Setup and Equipment Details:

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

Church Name/City _____ Contact Person _____

Cell Phone # _____ Email _____