

District 10 Workshop Planning Guide



THE HOST SOCIETY for the District 10 Fall Executive Workshop is arranged on a VOLUNTEER basis.

OHA Thames-Valley District 10 consists of 22 Societies

Aylmer, Belmont, Dorchester, Dutton-Dunwich, Glencoe, Grand Bend, Ingersoll, Kirkton, Lambeth, London, London-Fanshawe, Parkhill, Port Burwell-Bayham, St. Marys, St. Thomas, Stratford, Strathroy-Caradoc, Tavistock, Thorndale, Tillsonburg, West Lorne and Woodstock.

WHAT TO DO

1. **BOOK YOUR VENUE** to seat approximately 80-100 people as soon as possible. Ask for early access in order to be set up and have coffee ready by 8 a.m. Workshop typically ends by 1 p.m.
2. **DETERMINE THE DATE.** Traditionally the District Executive Fall Workshop is held in early NOVEMBER or mid to late OCTOBER on a SATURDAY. Date may be determined by availability of venue. Let the Director know the date and location of the venue.
3. **ESTABLISH** a committee of volunteers from within your Society to provide morning refreshments, coffee, tea, water, muffins, cookies and fresh fruit.
4. **CHECK** that there is proper audio/video equipment available (rentals/or provided by venue /host Society /District)

DETERMINE A BUDGET

- Costs of refreshments is the responsibility of the Host Society
- District 10 provides a donation of \$200 to assist the Host Society with costs of hosting.

VENUE SET UP

1. District board, OHA representative and Guest Speakers should have reserved seating at the front.
2. Secretary may need access to hydro for charging laptop/tablet
3. Tables and chairs for the number of attendees
4. Registration check in table - set up by 8:00 a.m.
5. District 10 Draw Table - set up for draws by 8:00 a.m.



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REFRESHMENTS

- Coffee/tea/water and a selection of muffins/cookies & fresh fruit prepared and ready to serve upon arrival and during mid-morning break. Consider coffee makers take some time to perk, have the coffee ready when people arrive.
- Is water available during the Workshop? How will you keep it cold?
- Consider the environment, can you avoid using Styrofoam and plastic bottles, plates or cups? Supply washable or compostable cups, plates and cutlery. Or ask that attendees “Lug-A-Mug” (BYO mug). Have a few extras on hand.

INVITATION AND REGISTRATION

- The Fall Executive Workshop Invitation is prepared and sent out by the District Secretary, not less than 2 months prior to the date of the event.
- The District Secretary registers the attendees from each Society and will advise the HOST SOCIETY of the numbers one week prior to the event.
- Determine seating, if you need to put a cap on the maximum of registrations allowed per Society (especially for smaller venues with limited seating), let the Secretary and Director know when your venue is booked.

AGENDA

- The District Director and Secretary prepare the Agenda for the day.
- The District will copy any documents to be distributed on the tables
- Speakers & Teaching Modules are booked/arranged by the District
- The Director will chair the Workshop.

CONTACT WITH THE DISTRICT DIRECTOR / District 10 board

- Keep the District Director (DD), the Assistant Director (AD) for your area, and the Secretary informed. They can provide a wealth of information to help you.

*Thank you to your Society
for hosting the
District 10 Fall Executive Workshop!*



Inspired by Nature: Learning, Growing, Blooming