

ONLINE WORKSHOPS ON BIBLICAL EXPOSITION

HOST CHECKLIST

BEFORE THE WORKSHOP

- ☐ Have you confirmed the instructors and theme for the Workshop?
- ☐ Have you send the instructors a discount code to waive their registration fee (or registered them internally in Neon)?
- ☐ Have you finalized the Workshop schedule with the instructors?
- ☐ Have you created the webpage, opened registration, and begun promotion?
- ☐ **Have you invited and confirmed small group leaders and on-call leaders for each small group?**
- ☐ Have you sent all confirmed small group leaders and on-call leaders a discount code to waive their registration fee (or refunded their registration fee)?
- ☐ Have you sent all confirmed small group leaders and on-call leaders access to the appropriate genre *Online Course* and *Small Group Leader Training Course*?
- ☐ Have you placed each registrant into a small group, using the *Small Group Text Assignment Guidelines*?
- ☐ Have you emailed each registrant the following (as they register):
 - ☐ Participant Letter
 - ☐ Workshop schedule
 - ☐ *Small Group Worksheet*
 - ☐ *Worksheet Preparation Guide*
 - ☐ their individual small group text assignment
- ☐ Have you emailed the small group leaders and on-call leaders all of the above plus the following:
 - ☐ pre-Workshop schedule
 - ☐ *Small Group Leaders Guide for Online Workshops*
 - ☐ their pre-Workshop text assignment

2 WEEKS PRIOR:

- ☐ Have you emailed the instructors with the following:
 - ☐ a master itinerary for the Workshop (including speaking assignments, participant information, schedules, and announcements)
 - ☐ the *Instructor Technology Guide*
 - ☐ CST logo and name box graphics (png files) for Ecamm
- ☐ Have you called the instructors to verify that they have the right equipment and to set up Ecamm?
- ☐ Have you arranged a practice meeting for small group leaders and on-call leaders?
- ☐ Have you requested honorarium for instructors (if applicable)?

1 WEEK PRIOR:

- ☐ Have you closed registration?

- ☐ Have you marked all cancelled registrants in Neon, on the *Registrations* tab of the Workshop's spreadsheet and on the master Workshop spreadsheet?
- ☐ Have you confirmed the correct Zoom link for the Workshop and pre-Workshop (including rerouting the DNS, if necessary)?
- ☐ Have you emailed the small group leaders the *Small Group Leader Technology Guide* (and a recording of the practice meeting, if applicable) one week prior to the Workshop?
- ☐ Have you emailed the registrants one week prior to the Workshop with the following:
 - ☐ Participant Technology Guide
 - ☐ a reminder to have text assignment ready to share in the chat during their small group

2-3 DAYS PRIOR:

- ☐ Have you emailed the pre-Workshop participants the following:
 - ☐ the Zoom link and meeting information for the pre-Workshop, including dial-in information
 - ☐ a reminder that those presenting at the pre-Workshop should be prepared to share their worksheet in the chat during the pre-Workshop

1 DAY PRIOR:

- ☐ Do the *Tech Support Person* and *Emcee* have alphabetized lists of attendees (by first name), including lists organized by small group and partner discussion? These will be necessary when it comes time to create breakout rooms in Zoom.
- ☐ Have you emailed the members of each small group one day before the Workshop begins with the following (separate email for each small group, bcc everyone)?
 - ☐ the Zoom link and meeting information, including dial-in information
- ☐ Have you sent the small group leaders and leaders on-call a list of people in their small group, noting any cancellations one day before the Workshop begins?
- ☐ Have you created the Feedback Form via GoogleForms?

DURING THE WORKSHOP

- ☐ Is someone scheduled to greet participants as they arrive (before the official welcome) and answer any questions they have (*Emcee*)?
- ☐ Is someone scheduled to let people in from the waiting room, track attendance, and note any missing participants from each session (*Tech Support Person*)?
- ☐ Is someone scheduled to answer all tech questions via private chat (*Tech Support Person*)?
- ☐ Is someone scheduled to organize participants into breakout rooms (*Tech Support Person*)?
- ☐ Is someone scheduled to share their screen and show the PowerPoint slides during the breaks and music (*Emcee*)?
- ☐ Is someone scheduled to curate Q&A questions (*Emcee*)?
- ☐ Have the Instructor Support People been asked to take a picture of the instructor during one of the sessions (to be sent to photos@simeontrust.org during the Workshop)?

AFTER THE WORKSHOP

- ☐ Have you tracked any absent participants as cancelled?
- ☐ Have you sent a follow up email to the participants including:
 - ☐ a link to the Feedback Form (using GoogleForms)
 - ☐ information about Online Courses
 - ☐ information about the Chicago Course on Preaching
- ☐ Have you followed up with each of the small group leaders to ask the following:
 - ☐ was anyone missing in their small group?
 - ☐ did their on-call leader ever need to lead?
- ☐ Have you converted Workshop webpage from *Private* to *Draft*?
- ☐ Have you shared access to the feedback forms responses with the appropriate CST staff (to do this, you must add them as collaborators on GoogleForms)?