

How to Host GenOn Ministries Customized Training



GenOn Ministries
www.genonministries.org / 877.937.2572

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Volunteers

Before the event, make arrangements for the appropriate number of volunteers to:

1. help with set up and clean up
2. greet participants and assist at the registration table
3. prepare, serve and clean up food (if appropriate)

GenOn Ministries values pictures from training events and uses them in promotional materials. It is helpful when the Host church can arrange for pictures to be taken at various times during the day. Pictures can be emailed to betsydishman@genonministries.org.

Lodging Arrangements

The Host makes reservations for Leader(s) at an appropriate hotel with 1 hotel room per training leader, per night, as needed. Host will pay hotel directly for this lodging in advance. Host and Training Leader may agree on other options for lodging. Host may provide local transportation and meals to reduce travel expenses.

Facility Set Up

GenOn Ministries will coordinate set-up for the training with the Host, giving details for the way the learning space should be arranged. For morning events, set-up will occur the day prior.

If PowerPoint slides will be used, this will be coordinated with the Host.

Usually, the training leader(s) will need:

- Podium or music stand
- Easel with newsprint
- Fat-tip markers
- Wall clock in the room
- Microphone and stand (may not be necessary with smaller attendance and spaces)
- Tape or other material to attach newsprint to walls
- Other supplies that may be requested by the Training Leader

The learning area needs:

- good lighting (natural light is preferable)
- adequate space for tables and chairs PLUS room to move around easily
- space at the front of the room for projection equipment (if needed)
- a table and chair for the Training Leader in the back of the learning area
- a registration table with nametags, markers, registration forms, handouts
- a snack/beverage table

Participants should be seated at round tables or square “islands” (formed by putting two long tables together). Put 4-6 chairs around each table so participants are facing one another.

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Registration Table

The Host will obtain contact information from all participants using GenOn's **Registration Form (below)**, and provide this information to the Training Leader upon completion of the training. Please print enough forms for all participants and make available at your event.

Host will provide markers, and blank nametags for all participants. Nametags can be pin on, hang tag, or sticky labels (preferred).

Host will provide participant pages for all participants (handouts, worksheets) which will be emailed to the Host for printing.

Food

Plan to extend hospitality by serving snacks and beverages or, for morning workshops, simple breakfast foods. Choose light, energizing, healthy snacks which are available for quick and efficient distribution.

- Beverage suggestions – coffee, tea (hot and cold), water, fruit juice, cold sodas
- Breakfast suggestions – yogurt, fruit, muffins, bagels
- Snack suggestions – fruit, finger veggies, muffins, cheese and crackers, granola bars, pretzels, cookies, individual assorted candies, popcorn, snack mix
- **Avoid all peanut products.**

Finishing Up

At the conclusion of the training, Host church volunteers will return equipment, chairs and tables to their original locations, and make arrangements to email pictures to GenOn Ministries' staff, and give all registration forms to the Training Leader(s).

Registration Form – GenOn Ministries
Please complete all information clearly

Event Date: _____ Event Location: _____

Your Name: _____

Mailing Address: _____

Email: _____

Your Church Name, City, State/Province: _____

I understand that GenOn Ministries may use photographs and videos taken today for promotional or educational purposes but will not identify me by name.

Registration Form – GenOn Ministries
Please complete all information clearly

Event Date: _____ Event Location: _____

Your Name: _____

Mailing Address: _____

Email: _____

Your Church Name, City, State/Province: _____

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