

## Tips for Developing a Short-Term NVC Training Event Coordination Team

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Several tasks are involved in putting on an NVC training, workshop or conference — whether keynoted by Marshall Rosenberg or any other trainer. Participants are more likely to attend future events when the one they've attended runs smoothly and efficiently, and the venue is physically enjoyable. Use this worksheet to consider all tasks involved, and to divide tasks among your volunteers (or paid staff) to ensure equitable distribution of workload and maximization of skills.

### STEP #1: ASSESS YOUR SITUATION.

- Take some time to assess the current stage of your organization. For instance, are you planning your first visit from Marshall Rosenberg to your area and need to recruit support to organize and promote the event? Or has your team been working together for quite some time?
- What kind of event budget (if any) will your team be operating with?
- What kind of event promotion budget (if any) will your team be operating with?
- What event planning, event coordination, networking/partnership development and/or administrative skills are present among your current volunteers?
- What promotion skills are present among your current volunteers?
- Considering your answers to the questions above, what needs would be met by forming an team to coordinate and promote the event, rather than to manage it all on your own (as an individual)?

### STEP #2: ORGANIZE YOUR TEAM.

We encourage you to use the Event Planning Worksheet included in the Event Coordination Toolkit to plan, recruit, and develop your volunteer team. Whether your event is in 2 months or in a year, sharing responsibilities is an effective way to keep the team life-serving. Volunteers will have clarity on their contribution, without risking burn-out. Use the worksheet below to identify your team. Not all roles need to be filled — use which ones are most relevant to you. Roles might include:

- **EVENT COORDINATOR.** *Identify a team member to serve as the event coordinator for a designated period of time (at least 3-4 months prior to the event is desirable). This person will keep all event coordination tasks organized, delegate various event planning tasks to other volunteers, possibly fulfill tasks on their own, and keep in communication contact with the rest of your team. For best results and ease, it's most helpful if the promotion coordinator has some expertise in event coordination/planning or juggling multiple tasks at once. You may consider a two-person team approach to coordinating the event as well.*
- **EVENT LOCATION/VENUE LOCATOR.** *While the event coordinator could also take on this task, since it can often be substantial, you may consider giving this task to another individual. This job may include negotiating pricing or sponsorship arrangements if your group needs some of the event expenses donated.*
- **SCHOLARSHIP COORDINATOR(S).** *Identify 1-3 people to accept scholarship requests or applications, "dance" with applicants to negotiate a scholarship arrangement that meets mutual needs, and coordinate the awarding of the scholarship.*

- **PRE-REGISTRATION COORDINATOR(S).** *Identify a team member to accept mail-in pre-registration forms and payments prior to the event. This task may involve recording all registration information on a pre-registration log spreadsheet and depositing payments into your organization's bank account. In addition, this same volunteer may organize the pre-registration table at the event.*
- **BOOKS/MATERIAL SALES COORDINATOR.** *Identify a volunteer to coordinate books/materials sales. This task may include ordering materials from CNVC or Puddledancer Press, keeping a running inventory of materials, coordinating set-up of the books/materials sales table, etc.*
- **REGISTRATION COORDINATOR.** *(to process registrations received on the day of the event). Identify a volunteer to coordinate the registration table (people who have not previously registered for the event).*
- **DAY-OF-EVENT VOLUNTEERS.** *These volunteers will fulfill several day-of-event tasks including the following: Event set up, refreshment set up/maintenance, announcer (introduce trainer), empathy team, organization table info person, books/materials sales table, registration table, distributing handouts, gathering donations (if applicable), event clean-up / tear-down.*

### **STEP #3: ESTABLISH YOUR EVENT COORDINATION PLAN.**

Use the "Event Coordination Planning Worksheet" in the Event Coordination Toolkit to review all of the tasks involved in hosting an event. Add or subtract other tasks that are not listed, or are not necessary for your event.

### **STEP #4: WHEN IMPLEMENTING YOUR EVENT COORDINATION PLAN, CONTINUALLY CHECK IN WITH YOUR TEAM – ARE WE OPERATING FROM A LIFE-SERVING VOLUNTEER EXPERIENCE?**

- **OPERATE FROM A PLACE OF JOY, RATHER THAN A "SHOULD" OR "HAVE TO" MENTALITY** – Putting on an event can be stressful, so it's really easy to become absorbed in the mindset of "we have to do this now!" Do your best to be forgiving of yourself and your team at all times. Remind yourself and your volunteers that any action done unwillingly does not serve life!
- **CELEBRATE YOUR ACCOMPLISHMENTS WEEKLY** – As the Event Coordinator, you're keeping your pulse on the details of your event coordination plan and daily accomplishments. During the two or so months prior to your event (the busier weeks), consider sending out a weekly event update to your team by email. Highlight/list all strategies that the team has fulfilled to date. Communicate your gratitude to volunteers and request that they take 5 minutes out of their day to celebrate your team's accomplishments.
- **SET AND COMMUNICATE BOUNDARIES** – Consider your personal needs. Set and clearly communicate your boundaries to all team members. For instance, if you're balancing your volunteer time with a full-time job and would enjoy communicating with your team primarily during the evening hours – let them know!
- **ASK FOR HELP WHEN NEEDED** – Sometimes the hardest thing to do is ask for help. Check in with yourself often to consider if your needs are being met. Try to plan ahead for the expected, such as vacations, a big project at work that will take a lot of your time one week, etc. Ask for help from your team when needed to help you retain balance and enjoyment in your own contribution.