

Sample Event Announcements

Announcements made during your workshop or event are important for meeting participant's needs for inclusion (belonging), acknowledgement (choice to be there), inspiration, connection (to large group and organization), and information and clarity about next steps in learning or volunteering.

GENERAL TIPS:

- **Break them up.** We recommend breaking up the announcements and doing different ones at different times to provide the information and requests in smaller, more accessible chunks. Below are suggestions for types of announcements at certain times, along with a sample.
- **Choose Announcer(s).** Select somebody in your community who is comfortable speaking in front of large groups, who projects their voice, and who is excited to do it.
- **Practice first for clarity.** Announcements are not what participants primarily come to a workshop to hear. Writing them out, and practicing them first a couple times is likely to contribute to the clarity and conciseness of the information imparted.

SUGGESTED WORKSHOP ANNOUNCEMENT FORMAT:

Pre-Workshop Announcements.

Types of announcements this time period may include:

- Introduce self and welcome participants
- Express announcer feelings/needs
- Identify workshop and trainer
- Acknowledge and brief description of hosting organizations
- Acknowledge other event partners or sponsors (they may have announcements)
- Identify bathrooms or other logistics if not obvious
- Invite people to refreshments
- Identify workshop handouts (hold up so they can see)
- Identify workshop schedule (breaks/end times)
- Identify support people: volunteers and empathy teams

Pre-break Announcements.

Breaks are advised even in an intro, to support people in stretching, bathroom, and to do materials sales . . . keeping it more manageable after the workshop. Types of announcements this time period may include:

- Announce time of break
- Announce materials sales
- Announce eating/smoking options
- Very brief announcements about upcoming trainings
- Announce time returning from break

Post-Workshop Announcements.

Types of announcements this time period may include:

- Gratitude/celebration for event (if genuine)
- Provide next steps for learning
- Gather information from people who want to stay connected
- Requests for support (donations or volunteering)

SAMPLE WORKSHOP ANNOUNCEMENTS

Pre-Workshop Announcement (approximately 3 minutes):

Good evening! My name is Tiffany Meyer and I'm the state promotion coordinator for the Oregon Network for Compassionate Communication. On behalf of our board of directors, our state coordinator Stuart Watson, and the amazing volunteers who helped bring you here tonight, I am THRILLED to welcome you to the Evening Introduction to Compassionate Communication with Dr. Marshall Rosenberg.

As an almost entirely volunteer-based nonprofit, it isn't possible for us to put on an event like this alone. That's why I'd like to extend a personal thanks to our co-sponsor KBOO Community Radio. Please welcome FIRST LAST who will tell you more about this incredible community resource.

[CO-SPONSOR REP SPEAKS]

I have a few important announcements. First, bathrooms are located WHERE?

We're hoping you received two handouts on your way in the door tonight. If you did not receive these handouts please raise your hand now and our volunteers will get them to you. If you could take out your survey card please – please help us conserve valuable resources by telling us where you heard about this event. AND IF you do NOT plan on attending any other events with Marshall this week, complete the join our community section. This will allow you to stay in touch with ORNCC events.

This event runs until 9:00pm, with a 10-minute break at 8:00. We welcome you to visit our tables out front during that time where volunteers with yellow nametags can support you with information and learning materials.

If you'd like to receive a certificate for Continuing Education credits, please visit our registration table.

And now, the moment you've all been waiting for.

For more than 35 years, Marshall Rosenberg has traveled the globe sharing his visionary Nonviolent or Compassionate Communication process. Today, 100s for trainers, and many grassroots groups like ORNCC work to share this revolutionary approach to language. To many of us, Marshall IS our answer to world peace. He serves as the mentor, our leader, and our humble teacher. Each and every day his work literally changes lives – one conversation at a time.

Please join me in welcoming Dr. Marshall Rosenberg.

Sample Pre-Break Announcement:

Hello again, we will be taking a ten minute break, and want to invite you to stretch your legs, get some fresh air, and check out the learning materials available for sale in the entrance. You can also learn about upcoming workshops and practice groups at our information table. If you smoke, the facility contacts requested that people smoke outside. We will get started again after the break at 8:10pm.

Sample Post-Workshop Announcement:

I have a couple quick announcements. I'm grateful for each person that came and your enthusiasm, it meets my needs for hope. If you are excited to continue to learn and practice NVC, we encourage you to join a practice group. If you would like to be included on our list serve, write your e-mail address on the indicated space on the workshop evaluation.

We are all volunteer organization, and would also appreciate any support for helping us create more compassion in the world by coordinating workshops or expanding our NVC community. You can talk to one of the people with "volunteer" nametags if you are interested.

Thanks again for coming, and have a safe drive home!