

General

Like any event, an **EVERYONE OUTREACH** workshop runs most smoothly when the facilities are optimized to support the activities and schedule. An **EVERYONE OUTREACH** workshop is somewhat unique in format and facilities requirements. The purpose of this document is to clearly layout those requirements for the hosting congregation, for use either internally or with an outside venue. While we realize that you may not be able to meet every one of these guidelines, the better the meeting space meets them, the more it will contribute to a successful and effective workshop for all involved.

Required Workshop Space

The required room size is more than the typical amount of space need for most meetings; this is due to the layout that we use to promote thoughtful discussions as well as the space needed for occasional exercises. The area needed is based on the number of participants:

- 20 people or less = 30' x 35' = 1050 sq. ft.
- 20 - 30 people = 35' x 405' = 1400 sq. ft.
- 30 - 45 people = 40' x 50' = 2000 sq. ft.
- Over 45 people = breakout rooms per above & a main room that can accommodate all attendees

Once the total number of participants is greater than approximately 45-50, the workshop will need separate breakout rooms for smaller groups. The area requirements outlined above, as well as other room requirements below, apply to both the main room (full group) and breakout rooms (subgroups). If your group is >45, please discuss this with us.

Additional space is required for childcare and, if a meal is provided, for eating / food prep.

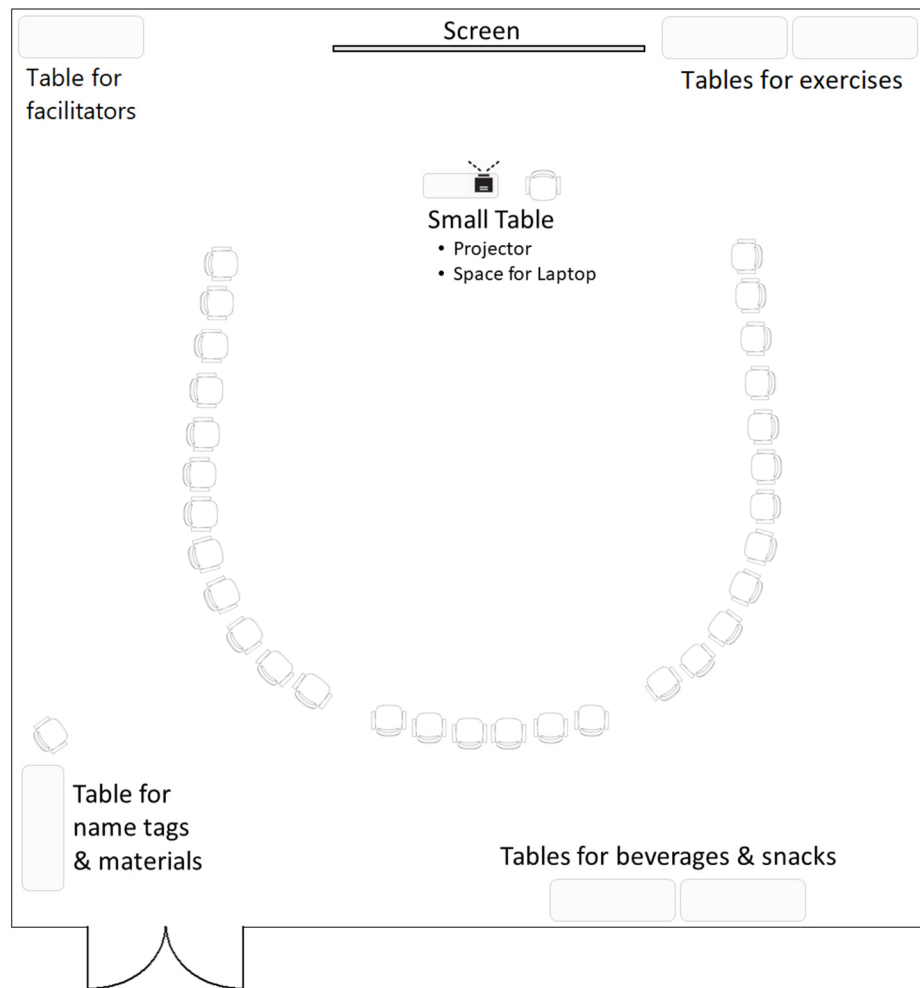
Room Requirements - Equipment

- LCD projector & 10' or larger screen (**HUGE TVs (>75") may be an acceptable replacement but require a video call – such as facetime via a cell phone – to review with the facilitator**)
- Small table for projector-with room for laptop
- 1 table near the room entrance for name tags and materials
- 2-3 tables in back for snacks and beverages
- 2 tables in front for exercises (smaller is better for these, but not much smaller than 2' by 4')
- 1 large table in front or over to the side for facilitator materials
- Chairs
 - If possible, chairs should be comfortable, cushioned chairs that are easily movable.
 - Quantity is participant count + 2; extras should be readily available.

If conducted at an outside venue, a facilities team should be available to assist during first hour of setup to provide support with setup of tables, chairs, A/V equipment.

Room Requirements - Layout & Seating

A single-room workshop or breakout rooms in a larger workshop should be setup as follows:



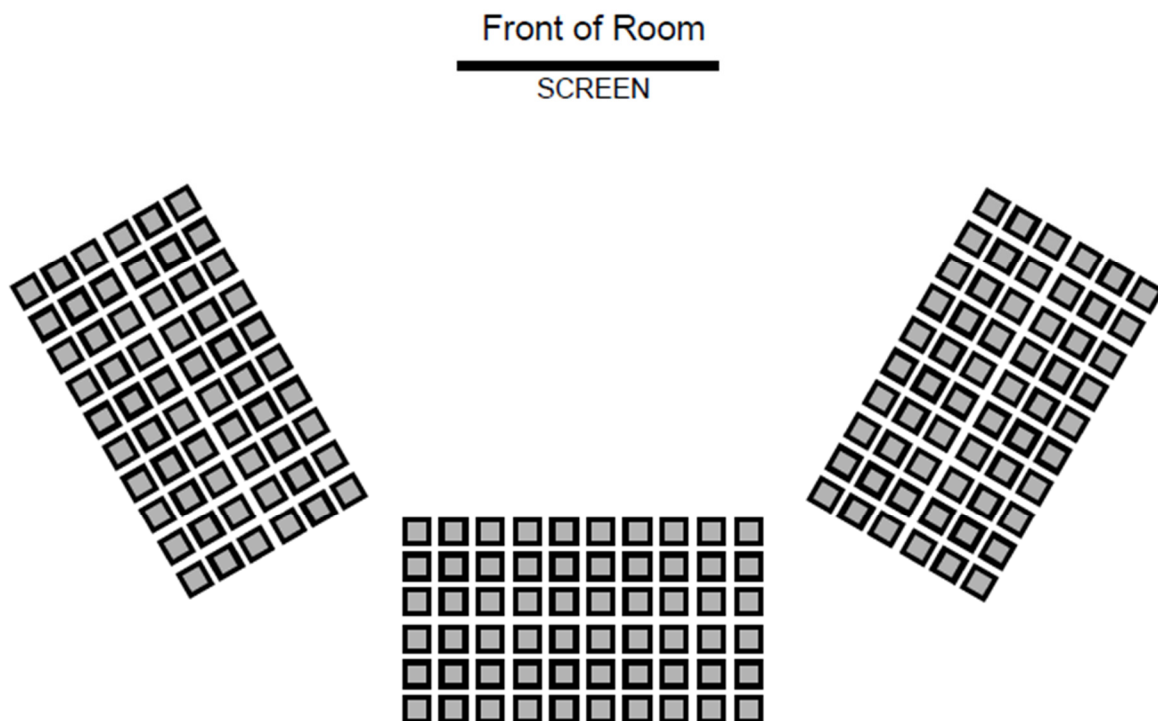
The seating example in the previous image works for groups of up to about 35, depending on the venue room. For slightly larger groups, another row can be added to the “bottom of the horseshoe”. The intent of the "horseshoe seating" is for everyone to easily see and hear each other. Please consider sources of noise (e.g., air handling units) when determining the layout.

Additional Room Requirements for Larger Groups

Once the total number of participants is greater than approximately 45-50, the workshop will need separate breakout rooms for smaller groups. However, the workshop will begin with a 1-hour introduction with the full group in a "main room". The main room should use an “auditorium” setup, such as that shown below. Note that row spacing should have double the typical spacing between rows to have room for an exercise.

Once the introduction is done, the smaller groups will proceed to their breakout rooms & the main room can be configured for a meal if required. It will need to be also available - configured in the same way as for the introduction - for the final hour of the workshop.

The table for name tags moves to the main room for a larger group (and necessitates some additional logistics with regard to annotating breakout room assignments on the name tags). Tables for beverages & snacks, depending on the overall layout of the venue, may be in the breakout rooms or just outside those rooms but should not in a location that requires a transit from the breakout rooms.



Setup

Room setup should occur well before the workshop start time; preferably the day before but be **concluded** no later than 2 hours prior to the workshop start time.

Meals

If meals are provided in conjunction with the workshop, it is best if food is set up immediately outside the room in which the session is occurring. Multi-room sessions should have this as a point for discussion in a prep meeting with the facilitator.

Attention should be given to ensure that prep or clean-up will not interfere (e.g., distracting noise) with the workshop. Note that the *Required Workshop Space* section above does not include the space for eating a meal.

Childcare

One of the key factors for success of the **EVERYONE OUTREACH** program is “critical mass” participation. For this reason, it is vital that childcare be provided during the workshop. Staffing the childcare can be a wonderful service opportunity for the youth group.

Note that the space for childcare is in addition to the *Required Workshop Space* outlined previously.

Shipping

Materials for the workshop typically arrive a few days before the workshop. If the venue has any special shipping instructions, please provide these to your **EVERYONE OUTREACH** contact.

Other Concerns

These are more geared towards an outside venue if you choose to take that approach. Again, we know that you may be unable to find a room that meets all the guidelines. Please review this list with the venue sales/catering staff so that they can help you find a room that will best serve our needs.

- If group size necessitates a multi-room session (greater than approximately 45-50), the main room must be separate from the breakout rooms.
- Request a room far from the kitchen or lobby area, or other noisy places.
- If possible, request a self-contained room, with no sliding dividers. If this is not possible, the section at either end is preferable to a middle section.
- Coat racks should be available if the workshop is held during cold weather.