

SI OF THE LANGLEYS

TUNING INTO OUR TEENS CONFERENCE (TIOT) PLANNING TEMPLATE – OCTOBER 2007

This *Planning Template*:

- is intended to be used in conjunction with the *Planning Workbook* developed in 2003
- starts after the step of DEFINING THE CONFERENCE outlined in the *Planning Workbook* has been completed. DEFINING THE CONFERENCE is the most important step - - deciding what your club can present with the available volunteer resources, funds, and facility, along with narrowing down what the focus/theme will be.
- is a guideline to help simplify and track the various steps in planning a conference similar to our club's annual TIOT.
- serves as a Master TO DO LIST and TIMELINE which can be updated & customized.
- captures the various activities we have tried – CUSTOMIZE to adapt to defined/specific conference format, and UPDATE names and dates

Splitting the KEY AREAS OF RESPONSIBILITY between the Chair and Co-chair helps streamline the process and communication – how the responsibilities are distributed will vary from year to year.

The first things to confirm are: date, facility, and speakers/workshop facilitators - - all the other duties hinge on those areas being finalized, and the sooner you have them finalized the better so you can focus on Publicity and all the other impacted areas.

The conference Chair & Co-chair make sure all the pieces come together and things go smoothly. They either act as MC at the event or have key roles in preparing the speaker notes.

KEY AREAS OF RESPONSIBILITIES (*LISTED IN ALPHABETICAL ORDER*):

- Facility
- Finances
- Hospitality
- General Information & Housekeeping
- Publicity
- Registration
- Sponsors
- Resource Materials
- Workshops & Speakers

Sample documents: (also refer to those in the *Planning Workbook*)

- Appendix 1 Publicity Summary
- Appendix 2 Initial letter to Speakers/Workshop Facilitators
- Appendix 3 Thank you letter to Speakers/Workshop Facilitators
- Appendix 4 Speaker/Workshop Facilitators' Greeter Information and Notes
- Appendix 5 Greeters' Speaking Notes

FACILITY – COMMITTEE CHAIR(S): _____

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
Serves as liaison between SI club and Facility Manager/Owner			
Responsible for TIOT equipment for the event - - determine best use, know who's using what, and arranging from/to where it is stored/rented			
Rental of: <ul style="list-style-type: none"> • Risers • Tables • Chairs • Equipment Prepare spreadsheet showing what equipment goes into which room & who it belongs to - - all SI members to receive a copy at the event.			
Janitorial Services (usually an expense)			
Determine which rooms to use for workshops considering speakers' specific requirements/space requests, layout of registration, refreshments, resource materials, displays, workshops, etc.			
Coordinate Tech support from school or students or other sources Decide how to acknowledge appreciation of volunteer services - - (Movie ticket coupons/gift certificates are popular for students)			
Parking for speakers (need signs or cones??)			
Items required include: <ul style="list-style-type: none"> • Equipment • Signage • Acknowledgment for volunteers (i.e students) 			

FINANCES – COMMITTEE CHAIR(S): _____

FUNCTION	WHO	DATE	NOTES
<p>**Remember to refer to the <i>Planning Workbook</i> *** Grant Writing and processing associated Reports is not addressed in this template</p>		<p>DUE</p>	
<p>TIOT Treasurer</p> <p>Manage & maintain Budget, Income & Expenses</p>			
<p>With pre-approval from Conference Chair:</p> <ul style="list-style-type: none"> • Prepare Honorarium cheques from details received from Workshop/Speaker Committee • Reimburse club members' expenses • Process A/R and payment for any A/P incurred • Prepare Financial Statement after event 			
<p>Items required include:</p> <ul style="list-style-type: none"> • Cash float and cash box at event • 			

**GENERAL INFORMATION & HOUSEKEEPING –
COMMITTEE CHAIR AND CO-CHAIR_____**

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
<ul style="list-style-type: none"> • Coordinate the various functions to make sure timelines are met and there are enough club members available for the various duties • Ensure all the committee chairs and club members have the info they need to do their job • Request volunteers to prepare all the documents – agenda and all other inserts for the Personal Resource Kit • Chair plans meetings, prepared minutes, distributes updates, etc. • Keep everyone informed and ensure the speakers’ greeters have info, etc. (all the basics of event planning) 			
<p>MC duties include</p> <ul style="list-style-type: none"> • Throughout the planning stages, take note of required announcements needed, such as housekeeping items • Review agenda • Arrange for PA announcements – if required • Reminder to complete Feed Back Sheets • Thanks to all participants, facility hosts and extra volunteers 			

HOSPITALITY & DÉCOR – COMMITTEE CHAIR(S): _____

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
Food and refreshments			
Flowers/gift for those you want to show appreciation for those volunteering their time and/or resources			
Coordinates set up/take down with conference chair: <ul style="list-style-type: none"> • Makes sure all supplies on hand for set up • Directs set up 			
Identify and let club members know what to wear to identify them as the hostesses. (i.e. - wear SI name badges)			
Items required include: <ul style="list-style-type: none"> • Table cloths – registration, refreshments, resource materials and displays, etc. • Balloons – helium, weights, ribbon for décor are effective and economical. Identify where specific rooms are – balloons, signage, tape on floor, etc. • ‘Tool Kit’ with odds and sods (tape, scissors, string, tacks, tools, etc.....) • • • 			

PUBLICITY – COMMITTEE CHAIR(S): _____

FUNCTION	WHO	DATE	NOTES
<p>**Remember to refer to the <i>Planning Workbook</i></p> <p>Publicity requirements and methods vary greatly on the club, its resources and requirements/focus from year to year. Following is a basic outline of some of the items to consider.</p>		DUE	
<p>The first priority is firming up speakers and workshop facilitators so the posters can be developed and publicity started.</p>			
<ul style="list-style-type: none"> • Develop poster and keep current with changes and additions (i.e. sponsors) • Prepare conference summary and send updated info to newspapers, School Board communications, other media and contacts on regular basis • Refer to Summary Example (<i>Appendix 1</i>) 			
<p>Get the word out and/or presentations to:</p> <ul style="list-style-type: none"> • Club members (hard copy and electronic) – places of work, neighbours, schools, gyms, doctors, dentists, hairdresser, etc. etc. • Other SI clubs & SFC Board • School Board & all school councilors & youth workers • City and Township Councils • Media – newspaper, radio and TV • Sponsors • Community & neighbourhood services • Child and youth committees/agencies • Recreation Centres, youth events & organizations • Send out mass email to all email contacts (i.e. previous registrants) • Etc. 			Continued on next page

<p>Publicity Continued:</p> <p>Send out bulk email to all contacts inviting them to the next TIOT, plus send out another bulk email to those registered one week before event – reminder to bring family & friends, etc.</p> <p>Attach publicity poster, conference summary, agenda, workshop & speaker details, etc.</p> <p>Coordinate with Registration coordinator</p>			
<p>Have pertinent/suitable CD/DVD playing during ‘dead time’ such as before opening ceremonies - - SI info, SIA information DVD, etc.</p>			
<p>Identify photographer for the day - - take lots of pictures of SI members throughout the process</p> <p>**Consider privacy of participants in picture taking** Obtain names and consent if using for publicity.</p>			
<p>Items and information required include:</p>			

REGISTRATION & RECEPTION – COMMITTEE CHAIR(S): _____

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
<ul style="list-style-type: none"> • Co-ordinate with Publicity Committee regarding mass emails to previous registrants and sending updates to current registrants • Determine incentive for people to pre-register (i.e. include in email notification of extra door prizes for pre-registering) • Computer savvy person to regularly access the hotmail account and keep the master registration spreadsheet information current • Confirm volunteers for phone registrations – these club members pass on information to include in the master registration spreadsheet • Confirm fax number to use for registrations • Set up and maintain TIOT hotmail account • Respond to email registrants with standard reply (Publicity Committee develops template) • Maintain the master registration spreadsheet/database • Coordinate the registration functions at the event and supply required information and supplies 			
<p>Prepare Name Badges</p> <ul style="list-style-type: none"> • Speakers • 			
<p>Reception</p> <ul style="list-style-type: none"> • Welcome • Have separate reception for Teens – involve youth, if possible 			Continued on next page

<p>Registrations & Reception Continued</p> <ul style="list-style-type: none"> • Give Personal Resource Kit, entrance ticket stub to record numbers • Option is to ask names to determine who attended (mark off on master spreadsheet) • Name badges • Keep Hospitality Committee informed on numbers (use entrance tickets to ascertain count) • Arrange to have SI members take a shift for coverage at the main entrance throughout the day 			
<p>Tracking number of participants:</p> <ul style="list-style-type: none"> • The following committees need to let the Registration Committee know the number of participants: <ul style="list-style-type: none"> ○ Workshops & Speakers ○ Resource Materials & Displays • Prior to the event, Registration Committee gives updated number to: <ul style="list-style-type: none"> ○ Hospitality Committee ○ Facility coordinator- tables & chairs ○ Resources – Personal Resource Kit coordinator 			
<p>Items required include:</p> <ul style="list-style-type: none"> • Name badges • List of dignitaries and speakers • Entrance tickets (standard with number on both ends) Two different colours – one for teens and one for adults • Extra draw tickets (i.e. incentive for pre-registrants) 			

RESOURCE MATERIALS & DISPLAYS – COMMITTEE CHAIR(S): _____

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
<p>Contact agencies, organizations, etc. inviting them to have a Resource Table & Display</p> <ul style="list-style-type: none"> • To compliment information being presented in workshops • As you can't cover all topics in workshops, have materials on subjects that are not covered this year • Encourage a representative be present with the information • Keep track of who is coming, space required, contact info, etc. • Prepare layout of display area • Forward to all resource contacts a copy of the poster, agenda and speaker information prior to the conference (electronically and/or hard copy) • Let members assembling the Personal Resource Kits know if speakers will have items to include & if so give speakers a deadline for submission <p>Personal Resource Kits (PRK)</p> <ul style="list-style-type: none"> • Obtain required info from the committee chairs to finalize documents, arrange for printing • Coordinate assembly (enough so that all participants receive one plus keep extra copies to use for future publicity, grant writing and recruiting future sponsors) <p>Item ideas for pocket portfolios include (our club color codes the various documents)</p> <ul style="list-style-type: none"> • Agenda • Workshop info • Guest speaker summary sheet • President's welcome letter 			<p style="text-align: right;">Continued on next page</p>

<p>Resource Materials continued:</p> <ul style="list-style-type: none"> • Mayors' welcome letter • Other dignitary letters • WOA & Violet Richardson Award info sheet • Thank You to sponsors • Feed Back Sheet (either teen or adult – could be separate documents) • Note pad • Community resource list • Additional items provided by sponsors or presenters 			
<p>Resource materials displays</p> <ul style="list-style-type: none"> • Table layout • SI table – Events info, Women's Opportunity Award & Violet Richardson Award programs, etc. 			
<p>Items required include:</p> <ul style="list-style-type: none"> • Pocket portfolios (good sponsor advertising opportunity) • Labels printed with current info for front cover • 'Live your dream' cards to insert inside the kits • All items listed in the assembly list • Items will vary year to year. • • • 			

SPONSORS – COMMITTEE CHAIR(S): _____

FUNCTION **Remember to refer to the <i>Planning Workbook</i>	WHO	DATE DUE	NOTES
Source sponsors based on need (workshop(s), food, facility, publicity. Media, etc.)			
Keep the chairs, Publicity Chair and Personal Resource Kit Coordinator current with sponsors			
Items required include:			

WORKSHOPS & SPEAKERS – COMMITTEE CHAIR(S): _____

FUNCTION	WHO	DATE DUE	NOTES
<p>**Remember to refer to the <i>Planning Workbook</i> ***Finalize your Agenda to determine how many workshops you can present while still providing a smoothly run day - consider number of Soroptimist volunteers required for greeters, facility, equipment, finances, etc..**</p>			
<p>Source/secure workshop facilitators and speakers.</p> <ul style="list-style-type: none"> • Act as their main contact to give/receive information - use the information on Letter Template (<i>Appendix 2</i>) as a guide to what is required. • Forward electronic copy of poster, agenda and speaker information prior to the conference • Keep in touch with them one week prior to conference confirm all details 			
<p>Forward information to applicable committees by the conference chair's determined deadlines regarding:</p> <ul style="list-style-type: none"> • Equipment needs • Room specifics/layouts • Participant restrictions (if any – i.e. just teens or just adults) • Resource Materials/Display space required • Honorarium details to Finance Committee for cheques – include payee specifics (facilitator or organization). • Names to Registration Committee • Bios for Greeter Info Packages 			
<p>Speaker Appreciation Packages:</p> <ul style="list-style-type: none"> • Make sure they are prepared/assembled and all Greeters receive them prior to the event • Give them: <ul style="list-style-type: none"> ○ Personal Resource Kit ○ Details of when/where they speak ○ Name badge 			Continued on next page

<p>Workshop & Speakers Continued</p> <ul style="list-style-type: none"> • After presentation: <ul style="list-style-type: none"> ○ Thank You Letter (<i>Appendix 3</i>) ○ Thank You card (signed by all club members is a nice touch) ○ Club brochure ○ ‘Live your dream’ card ○ Cheque or other acknowledgment if presenting at no charge <p>If speakers do not charge for their session, we have given flowers or chocolates to show our appreciation</p>			
<p>Greeters – each facilitator/speaker has a Soroptimist who opens the workshop with a welcome, gives a short bio & closes the workshop with a <i>Thank You</i> and presents the certificate, cheque, etc.</p> <ul style="list-style-type: none"> • Greeters & greeter information packages • Identify greeter for each speaker and provide with info they need <ul style="list-style-type: none"> ○ Greeters are also part of the Reception Team – coordinate with Registration and Reception Committees • Greeter instructions and notes: Refer to <i>Appendix 4 & Appendix 5</i> 			
<p>Items required include:</p> <ul style="list-style-type: none"> • • • • 			

SAMPLE

**Tuning Into Our Teens ~
Meeting Challenges with Confidence
Girls' & Parents' Conference**

**Saturday, October 13th, 2007 9:30am – 3:30pm
(Registration 9:00am)**



**HD Stafford Secondary School,
20441 Grade Crescent, Langley, BC**

**Presented by
SOROPTIMIST INTERNATIONAL OF THE LANGLEYS
An international service club focusing on
"Improving the lives of women and girls"
www.wcsoroptimist.org**

Dear _____:

Thank you for agreeing to participate in our 6th Tuning Into Our Teens Conference! We look forward to meeting you and having you share your passion and knowledge with the participants.

H.D. Stafford Secondary School, 20441 Grade Crescent in Langley, is located in Central Langley between 200th Street and 208th Street on Grade Crescent which is south of Fraser Hwy.

To make the day run as smoothly as possible, and to get the information to the right planning committee chairs, we request that you complete the following questionnaire and return to NAME_____ by September 17th. This is a check list to ensure no one is disappointed with missed information.

What is the preferred method of contact for you:

Phone_____time of day_____ Email_____

- 1 A short description of your workshop/presentation
- 2 If appropriate, a brief description of your organization
- 3 A short bio which may include a picture. Please send it in JPEG format to: NAME
- 4 How would you like to be introduced? Short biography for introductions.

- 5 Do you have any restrictions re: size of group, room set up, etc.? Please note we cannot give you participant numbers - last year we had over 200 attend the conference. Some groups may be small and some may be larger. Do you have a minimum number of participants?
- 6 Do you have any resource materials for handouts that you would like to give to all of the participants or only to those in your workshop?
- 7 Would you like to have a resource table and how much space do you require?
Will the resource table(s) be interactive/manned? Electrical hookup?
- 8 We are able to provide an honorarium. Would you like the cheque be made out to you personally, an agency or a charity of your choice?
- 9 Do you have any equipment requirements or will you be bringing your own equipment?
We will try to provide your request if you are unable to provide your own. Please complete the following checklist – appreciate you being specific:

- bringing own equipment

Request the following:

- computer and projector
- TV, VCR, CD player
- overhead projector
- screen
- flip chart
- white board
- other – please specify

We know that it may not be possible for you to spend the whole day with us but you are welcome to join us for whatever part that you can.

Will you be able to join us for lunch?

Yes ___ No___ How many, if you have co-presenter(s)_____

Thank you again for being available to impact the lives of these young women and their caregivers.

Please help us spread the word and let those interested know they can obtain more information, or register by contacting us via email at tiotlangley@hotmail.com or calling NAME & PH # _____

CLUB MEMBER NAMES(S)

Soroptimist International of CLUB

Co-chairs of the TIOT workshops and presenters

SAMPLE

DATE

NAME

ORGANIZATION

ADDRESS

Re: *TUNING INTO OUR TEENS CONFERENCE*

Dear NAME _____:

Soroptimist International of the Langleys thank you for sharing your information, experience and encouragement at this year's *TUNING INTO OUR TEENS ~ a Girls' and Parents' Conference* held at H.D. Stafford Secondary School in Langley.

We are sure that your workshop/presentation made an impact with the teens and that you did, indeed, succeed in helping them *meet their challenges with confidence*. Further, we believe this type of information stimulates communication between parents and teens, making it easier for both to broach difficult subjects.

Participants give excellent feed back! If you are interested in receiving it for future reference, please let us know.

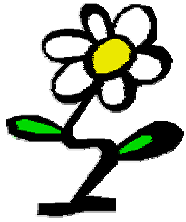
Comments received from last year's attendees confirm there is a distinct need and interest for this type of conference – a forum that addresses & explores issues facing our youth and their caregivers. Your support helped make this years' conference an unqualified success!

On behalf of our club members, best wishes to you in all your future endeavours and we hope our paths cross again.

NAME _____, President 2007-08
Soroptimist International of the Langleys
langleysoroptimists@shaw.ca

Copy: NAME _____ – Conference Co-Chair
NAME _____ – Conference Co-Chair

APPENDIX 4 **SAMPLE**



Greeter – NAME _____: *Please meet your speaker at the registration desk and ensure that they have “registered” so included in numbers for Hospitality Committee*

PRESENTER NAME _____

LOCATION OF PRESENTATION _____

NAME(S) _____ are doing their workshop for Teens/Adults in LOCATION beginning at TIME. (Location notes – if required for clarification)

Contact info: Office: _____

Cell: _____

- ◆ Equipment required: sound system, laptop, projector and screen - which is set up in the gym already.
- ◆ Let presenter know that we are expecting them to have lunch with us if possible, and we’d be pleased if they can stay for the entire day.
- ◆ Please let them know that at the five-minute mark before their time is up you give will signal so that they may “wrap up” their presentation.
- ◆ Introduce yourself as a member of our club – then introduce NAME(S) to their workshop attendees (*see below*).
- ◆ Please do a head count of attendees. Note same at the bottom of this page and return this sheet to (Co-chair name _____)

INTRODUCTION - - SHORT BIO, WORKSHOP OBJECTIVE AND NAME(s)

Please help me welcome NAME(S).

After the workshop is finished: We are very pleased that you have taken the time to bring information to us about WORKSHOP NAME/CONTENT. Thank you, and please accept this with our appreciation.

(Present with the Thank You cards and letters which includes the fee – other acknowledgement as required)

Number of participants: _____



SOROPTIMIST
Best for Women

6th Annual TUNING INTO OUR TEENS CONFERENCE ~
Meeting Challenges with Confidence

Saturday, October 13th, 2007 9:30am – 3:15pm (Registration 9:00am)

HD Stafford Secondary School, 20441 Grade Crescent, Langley, BC

Presented by Soroptimist International of the Langleys

Teens, parents, indeed all adults are invited to learn and share at this empowering and enlightening full day conference. The conference is designed to bring awareness to teenaged girls of the challenges, dangers & opportunities facing them in today's world, and also to make parents and other adults aware of those same issues. The conference's unique format accomplishes this through informative, interactive and fun workshops, speakers, displays and resource materials. Attending, listening, contributing & exploring issues together can have a profound effect on reaching an understanding of each other's perspectives about those 'difficult subjects' and creating dialog between teens and their parents.

It's really a story about Creating Connections to Strengthen Links to our Future – between community agencies, professionals, teenaged girls, and those who are guiding them through these turbulent times – a preliminary step in making our children and communities safer!

Don't miss out - - this annual conference has gained a strong reputation as a quality event for girls and adults. This year's special guest is Katrina Dorn – Langley student and Miss Teen BC 2008.

Workshop topics for the teens include:

- Straight talk on teen intimacy/relationships
- Fashion, Body Image, Self Esteem
- Staying Safe in Cyberspace
- "Beyond the Hurt" ~ Harassment and the Bully
- Food For Thought: How to Eat to Nourish your Brain
- Power of 10 - 'Getting a Head Start on Financial Know-How for Teens'

Adult workshops will focus on Internet Safety and Drugs – "What's on our streets"

Adult's admission is \$10.00, which includes lunch. Girls are priceless!

This community project has become so successful in Langley that other Soroptimist clubs across Canada are starting to present similar events with mentoring and information from the Langley club. In 2003 the Langley Soroptimist club was the recipient of Provincial Service Club Community Safety & Crime Prevention Award from the Ministry of Public Safety and Solicitor General. In 2004 the club received the Soroptimist International Celebrating Success award.

For additional conference information, or to register, email to tioklangley@hotmail.com

Soroptimist International is a worldwide organization for women in management and the professions volunteering their time, expertise and financial support through service projects like Tuning Into Our Teens. The Langley club also presents the community with fun fundraisers such as the annual Bras For A Cause event and the ever popular Lobstermania.

The Langley club meets the first Tuesday of each month. For additional information on our club, contact NAMES AND PHONE NUMBERS _____ or visit our website at www.wcsoroptimist.org