**Chapter 3 Workshop Logistics Plan**

*To get the best results from the workshop(s) you want to make sure they are accessible, inclusive, and representative of all sectors of the community.*

Workshop time: Weekend or evening when community members are able to attend

Location: Large room at a community center or library for at least 30 people. If possible use microphones so that speakers can be easily heard.

Comfort: Provide simple refreshments for a workshop under 3 hours, and a meal for a longer workshop

Accessibility:

* Make sure the space is ADA compliant
* Provie child care for parents that need to bring children
* Make sure that any screens or visual materials are large enough to be visible for all participants
* If participants will be coming who are not fluent in English, provide translation

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| Location: Waynesboro GA |[Burke County Public Library](https://www.google.com/maps/place/Burke+County+Public+Library/@33.074779,-82.0022807,17z/data=!3m1!4b1!4m5!3m4!1s0x88f9ef3ab81827d9:0xfb2621c4d304d246!8m2!3d33.074779!4d-82.000092)  Barnwell SC |[Clemson Edisto Research Center](https://www.google.com/maps/place/Clemson+University+Edisto+Research/@33.3653303,-81.3320165,17z/data=!3m1!4b1!4m5!3m4!1s0x88f91b28aee069f7:0xafba6d9dab484fbf!8m2!3d33.3653258!4d-81.3298278) | Date & Time 11 June 2022 - 8:00 AM - 12:00 PM  25 June 2022 - 3:00 PM - 7:00 PM |
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| Team Members:  * Rev. Brendolyn Jenkins Boseman * Kyle Bryant * Emily Eisenhauer * Teal Harrison * Jonathan Lee * Ida Sami | **Participants** (as of 26 May 2022)   * Waynesboro, GA - \_\_ * Barnwell, SC - \_\_   **Advertisements**  [Email Invitation](https://drive.google.com/file/d/1OIaCUQN9w081HiWdE-A1BkTLcTaG4R4S/view?usp=sharing) - 5/11  [Flier](https://drive.google.com/file/d/1qqNAVVUoPI9HS7x6SjeuDbVca8A83cQh/view?usp=sharing) - 5/11  94.7 Shout Radio, FB, IG, & Twitter - 05/31 |
| Venues - Additional Details  * Burke County Public Library   + Rev JB to confirm TV monitor/projector, Wi-fi is available   + Community Meeting room off to the right of the lobby (can accommodate food there)   + No cost   + Food: \_\_\_ ($450 max/workshop) * Clemson Edisto Research Center   + TV monitor confirmed, Wi-fi is available   + Rectangular tables - u-shape setup   + $250/day   + Food: \_\_\_ ($450 max/workshop) * ~ 1hr 15 min between communities | |
| Workshop #1 Materials - Quick Links Ch 3 Agenda (External)  Ch 3 Agenda (Internal)  [Ch 3 - Workbook](https://docs.google.com/document/d/1ufYMDFH5U88HsZFCzAgMs8_pSLVpRO2j/edit)  [Ch 3 Exercise 1 - Session Plan](https://docs.google.com/document/d/1y7IdWeTgEOU4g-4o-qQAIrIJDsIxLTuu/edit#heading=h.gjdgxs)  [Ch 3 Exercise 2 - Session Plan](https://docs.google.com/document/d/1sPCowzs3fI3mc-BJTGmgsxWCythnbZDp/edit#heading=h.lyddygf2dej)  [Ch 3 Exercise 2 - Maps](https://drive.google.com/file/d/1QI--oTQS7vIZ09ltuxlY3RVYWphNFwL9/view?usp=sharing)  [Ch 3 Exercise 3 - Session Plan](https://docs.google.com/document/d/1C_vdl1pIJNHFNoIi7Gy2Cy6IgnD0yZc3/edit#heading=h.r45zln5jb0ij)  Ch 3 Take Home Assignment | Workshop #2 Materials - Quick Links Ch 5 Agenda (External)  Ch 5 Agenda (Internal)  Ch 5 - Workbook  Ch 5 Exercise 1 - Session Plan  Ch 5 Exercise 2 - Session Plan  Ch 5 Exercise 3 - Session Plan  Ch 5 Take Home Assignment |
| **Other Materials - Quick Links**  [Pre-Survey Questions](https://docs.google.com/document/d/1alnZo9Iw1RwsA6wkswF3ZrigSWTC3gglmCPxndzYKFs/edit)  [Post-Survey Questions](https://docs.google.com/document/d/1enU0BmMhuEr_r2WUU4p0xZcsP-Q_NdaWjVqyWy9ySW8/edit)  Formal Welcome Letter  Reminder Email  Certificate of Completion | **Other Materials - Quick Links**  [ERB Prototype](https://drive.google.com/drive/folders/1r52vUM2Ok122YhIWm2PKEPwvgJ_-zlnA?usp=sharing)  [FlowCode Resources](https://docs.google.com/document/d/1WlwUeg7jZi7hwocswi0f2KWo4tw2-xrmV2JA2wd95PU/edit)  FlowCode QR Code (Flier)  FlowCode QR Code (Primer) |
| List of Supplies ***General***   * Writing instruments – 1 per participant   + Pencils   + Pens   + Highlighters   + Dry-erase markers   + Poster markers * Print Materials ((design.staples.com, zip code 29803)   + *Ch 3 Workbook,* \_\_\_ color copies   + QR Code Primer, \_\_\_ color copies   + *Ch 5 Workbook,* \_\_\_ color copies   + Certificate for the end of workshop 2, \_\_\_ color copies   + Maps of the community, \_\_ color copies   + Sign-In Sheet * Nametags * Folders * Post it notes – blue, yellow, & pink * Colored stickers/dots - green, orange, purple, red, yellow * Butcher paper   + *“How mighty we” statement chart*   Story prompt & interview questions laid out on a reference chart for the front of the room   * + Large map? * White board * Easels * Large sticky notepads (at least 3 pads, 3M brand) * Extra heavy tape * Technology   + VGA and HDMI adapters   + Laptop   + PowerPoint on flash drive   + Microphones and speakers * Take-home bags * Stipends, ~ 65 checks for participants from CRC | |

## Team Roles and Responsibilities

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| Teal and  Jonathan | Region 4 Coordinator & Liaison   * Develop workshop materials based on ERB chapters 3 and 5 (internal and external) * Workshops + set up and clean up * Workshop facilitation * Helping communities prioritize action areas * 2-3 page recommendation memo for each workshop * Final reflection session with Community Project Team * Prepare and deliver follow up resources to community members |
| Kyle Bryant and  Rev. Jenkins Boseman | EPA Region 4 Lead & CSRA Community Partner   * Recruit workshop participants * Provide list of attendees (~25-30 per workshop) * Designing and securing workshop materials * June 6th reminder call to attendees * Securing workshop materials * Workshop Facilitation * Encourage community participation through each ERB activity * Helping communities prioritize action areas |
| Emily  Eisenhower | EPA ORD Principal Investigator   * Region 4 data gathering * Review and provide feedback on draft workshop materials * Approve final workshop materials * Participant observation |

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| **Team Contact Information** |  |