

CO-ACTIVE LEADERSHIP ASSISTANT MANUAL

Welcome to leadership assisting. You have just become part of an elite group of leadership graduates who are bringing their experience of Level 4 leadership forward to support and hold a group of participants embarking on this journey to watch them open to the power within themselves and to see their leadership bloom. Leadership assistants have told us that this experience was a powerful way to bring their learning and leadership to a much deeper level. We are thrilled to have you, and we look forward to sharing this journey with you.

Please read through this entire manual and gather any questions you have prior to traveling to the retreat center. If you have questions that aren't answered here, please contact the Logistics & Event Coordinator at CTI to get your questions answered before you arrive on site.

CTI CONTACT INFORMATION

Stephanie Rincon, Logistics & Event Coordinator

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Emergency numbers are located in the file box onsite.

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Preparing Yourself before the Course

You received a confirmation email that contains your tribe name, leaders' names, contact information for your co-assistant and retreat schedule information. This email tells you when you are required to arrive on location. You may want to communicate with your co-assistant prior to the course to coordinate transportation arrangements and to begin to design your alliance with each other. Please keep this information in a place where you can lay your hands on it as needed in order to refresh your memory about retreat schedule and times.

Complete all the required items on the Assistant Web Page
(weblink: <http://www.thecoaches.com/docs/leadership/assisting.html>)

- ☐ Read and sign the assisting agreement
- ☐ Complete the assisting questionnaire
- ☐ Complete the dietary needs form
- ☐ Complete the medical form and sign the release of liability
- ☐ Read this entire assisting manual
- ☐ View the training video for camera
- ☐ Download directions and packing information for your retreat site

We also recommend these tasks to help you feel grounded and ready to go.

- ☐ Download and review the participant course journal
- ☐ Contact your co-assistant to design your alliance and coordinate any travel plans

Agreements and Expectations

This is a duplicate of the assisting agreement you signed for your information. Please review this agreement from time to time to refresh memory of your commitment.

As an assistant you need to be able to handle the physical rigors of the ropes course, be outside in bad weather and carry up to 20 pounds. Also know that assisting is emotionally demanding. You must have outstanding self-management and must stay disengaged from the tribe participants who you are assisting, e.g. no emails, fraternizing or partying with them. You need to be clear that this is a service to the participants of The Co-Active Leadership Program.

There is HUGE learning in it for you! You need to constantly practice being at Level 4 Leadership as an assistant, and that is one of the major benefits. You will always be looking for what the Level 3 of the room needs from a logistics point of view; always looking for what the leaders need at Level 3, so that they can give their full attention to the participants. You will be asked to constantly practice the art of listening from Level 3 and Level 4. You will be having regular meetings with the course leaders and from time to time your own personal learning goals will be addressed. (This is not a guarantee; however it is a strong likelihood.) Every person who has ever assisted at this program has grown to a new level of maturity as a leader, and has gained a more clear insight into what works in leading others. We ask that you take the responsibility for your own learning and your impact.

Retreat Times: Retreats 1,2,3,4 all begin at 10:00 am and end at 3:30pm on the last day. In US – Before R1 please come to the retreat center by 3:00pm on the Monday to prepare logistics and orient yourself to the site and equipment. In Spain: Please come to Almiral de la Font by 3:00pm on the Saturday before R1 for an on-site orientation. On the evening before R1 leaders and assistants get together for dinner to design their alignment. The dinner is paid for by CTI. For subsequent retreats assistants are expected to arrive at the retreat center the late afternoon/early evening prior to the start day. Please note you will be on your own for dinner and breakfast before the retreat starts. Once the participants arrive and the retreat has begun, at least one assistant must be on the grounds at all times. Assistants are usually finished with inventory, storage and debrief and ready to leave the retreat center about two hours after the completion of each retreat.

Costs: CTI covers your room and board at the retreat center. Transportation costs to and from the retreat center will be your responsibility. We suggest that the assistants carpool if at all possible. We also ask that you be willing and able to use your own car (or rental car) during the retreat for any necessary errands. Should a taxi be required for emergency requests, CTI will reimburse the cost.

Agreement

I will be responsible for reading all assistant instruction BEFORE the beginning of the retreat, and will call CTI or talk to one of the leaders if there is anything I do not understand, or cannot do.

I will thoroughly and accurately complete the supply inventory and check list for each retreat.

I agree to arrive at the stated times and places on time, and be available at the

retreat center for at least two hours after each retreat ends for debriefing with leaders, and inventory check/clean up.

I will keep all names and experiences of others confidential. I will also honor the confidential nature of the design of the retreats, including the timelines. I understand that the design of The Co-Active Leadership Program is intellectual property of Laura Whitworth, Karen Kimsey-House and Henry Kimsey-House, and will not share it with anyone outside of these retreats.

I agree to be fully present for all retreats. If an emergency should arise and I cannot attend, I agree to help identify an appropriate replacement for myself, and discuss it with one of the leaders and office staff as soon as possible. I have read, understand, and agree to all of the above.

FAQ's – Assistant Wisdom Sharing

These FAQ's were created by past assistants to answer common questions regarding the particles and the space of assisting.

What is the role of an Assistant?

Your role is to be Leaders in the back of the room. Expressing silent leadership. You are powerful without words. You create connection from a non-verbal heart-space. Go deep into your L3 leader space. Assistants contribute to the L3 and are able to shift the space depending on their invisibility. Assistants sit in the back of the room in corners and the leaders in the front - the arrangement serves as a container for the tribe.

To partner with the leaders to increase their ease and comfort level. Design alliances with the leaders - trust - and ask for what you want. There will be rich learning if you bring the gift of inquiry to play in L3 and L4 discussions. Be transparent with the leaders and let it go. Be yourself and have fun. Design alliances with your co-assistant. You have each other's' backs. Trust the flow and be an ally for each other, sourcing ease and being on purpose. Assistants set an example at R1 of the impeccability and importance of how to hold time, beauty/order and morning ritual.

Are there lots of details and particles?

R1 has abundant particles. It is the most difficult retreat in terms of the number of details to attend to while forming as a team with your co-assistant. Also the tribe does not begin holding time, beauty or morning ritual until R2. Some Assistants choose to divide their primary responsibilities according to technical skill sets with video camera, music, audio/visual, kitchen punctuality, etc.

Spend time to read and know the timeline and assistant manual, so you can be 'on top of' and anticipate the details. This is the best way to be in service of the leaders - they don't need to think about the 'objects' of the events. Assistants LEAD the details so the leaders can keep focus on the participants. You will be using the video camera to film clips of Retreats 1 & 2 and some events in entirety.

What is the stake of the Assistants?

The assistants' stake is to hold each other, the space and the particles while working together in service of the leaders and the tribe.

Why are boundaries necessary? How do you hold boundaries with participants?

You've had your own tribe experience and this is not your tribe. You are here to witness and hold the space for the participant learning. Start early to train the participants to go to the leaders with inquiries and learning. If participants are unclear of boundaries - you can point to what matters "not the assistants' leadership experience but what the participants' experience will become". Keep your conversations superficial. Be aware of your impact on participants and save deep conversation until after R4. Your co-assistant is the best outlet for your energetic build up, concerns or frustrations - lean into each other.

What advice do you have for new assistants?

Have fun. Partner with the leaders. Be yourself. Trust the process. Be conscious at all times. Source for self. Fall into the experience. Be impeccable with your self and the leaders.

What is service leadership?

To be in service of the Level 3 of the space and to be as invisible as you can.

What was difficult about Assisting?

Problems can arise especially if Assistants don't design clear alliances with their co-assistant; choose to interact with participants partying or giving input or advice; don't show up energetically or anticipate details.

What did you get out of Assisting?

More than I ever thought I would. I got an insider view of the leadership program and an increased growth and understanding of L4. In partnering with the leaders I got respect from the leaders.

What might a Co-Assistant alliance contain?

Trust your co-assistant to 'call you out'.
Be transparent.
Trust the process.

Create consciously before each retreat for co-sourcing.
Find out what support looks like for the other.
Hold me 'big'. Do not take care of the other- ask for help if needed.
Check and clean-up with each other every day.

On-Site Set-up

In this section you will find a list of supplies that are stored at the retreat center. Please familiarize yourself with the supplies and when they are needed. Not all supplies are used for every retreat.

Everything you need specific to each retreat is either shipped to you from CTI, or stored onsite. You will always have a box of materials for leaders and assistants shipped.

In US Locations only for Retreats 1 & 2, the camera(s) are shipped to the retreat center in a Pelican Case, cleaned with fully charged batteries. There are combination locks on the case that will open with the combination 629. The exception to this is in instances where there was a retreat on site immediately before your retreat, in which case the camera will be left in onsite storage. In Spain, our local administrator will deliver the camera(s) to the retreat center along with the other needed materials.

On-Site Supply Storage

General Supplies Box – This box will be used for each of the retreats. It contains basic office type supplies such as scotch tape, iPod, chimes, extra video tapes etc. There is a complete list on the inventory sheet. It is important that you be specific and detailed when taking inventory on the last day – this is what initiates our supply replacements for the tribe that comes after you.

First Aid Supplies – The first aid kit should not be readily accessible to participants. Please keep it in a location where you can get your hands on it, day or night, in case a need arises. Let the participants know that materials are available but don't provide them with open access.

Retreat Specific Event Supplies – (example R1 I AM voting paddles, R2 index cards and sticky pads and pens, R3 fans and mirrors)

Backpacks – these can be used for transporting the video camera equipment and supplies and your personal items for outdoor and offsite events.

2 Tripods – The majority of the time during the retreat you will keep the video cameras mounted on these tripods. Be sure the tripod camera mount is on each tripod. Please store the tripod camera mount on the tripod, not on the camera, when you pack them back up after the retreats.

Retreat Specific Games – Spider web set-up, marbles and tubes, ball and board and an air pump for maintaining the ball, etc.

Bag/Box of Ropes – Used for R1 Path to Success and for Low Rope activities throughout the program.

I AM Chart R1 Only – The chart is in a portable canvas bag. You will want to assemble it in the event room. The metal pieces are color-coded and fit together by matching the colors. Put the metal frame together first by laying it flat on the floor then put the I AM chart over it like a sock. You will need the assembled chart ready early in day 2 of R1 (see timeline).

I AM Typing

1. Set up the I AM chart from the portable bag. It is compact and easy to assemble. The easiest method is to lay the assembled frame on the floor and slip the words cloth over the top before standing it up and setting in place.
2. The 'voting' paddles can be found in the Retreat 1 box.
3. Bring the easel, 2 easel pads and masking tape to the event room for I AM typing.
4. Fill in the I AM typing information from the easel on the forms provided. Complete the two I AM forms as each leader will need this information on ropes course day (sub-groups). Please return the completed forms in the assistant box so we can put the information on iCohere.

You will receive two duplicate copies of the same form. Fill out both forms accurately and completely taking the information directly off the flip charts. Enter the support words in order from greatest number of votes to least.

Anytime the tribe divides into two groups the leaders will need these forms, i.e. ropes course day. At the end of the retreat, return them in the box to CTI. CTI will provide an I AM Type report from the database and provide for use at R2. The students will receive the I AM Type information in the roster that is sent to them from iCohere.

Assistant Chairs and Stools – You will place these at the back of the room for the assistants to sit in during the sessions.

Blankets, pillows, cushions – These items make the room more homey and comfortable. Be sure these are set out somewhere in the room during retreats.

At the end of the retreat package them up to keep them organized and clean when they are in storage.

- West Coast – they are stored in on-site storage
- East Coast – the facility will provide pick up and delivery of these items
- SPAIN – there are no blankets, pillows or cushions

Hand Drum – The drum is used specifically for Retreat 3 on day of silence – but can be used anytime you need something loud to call participants in.

Rain Gear – The rain gear is to be used as back-up on rainy ropes days for participants who forgot to bring their own. Please be sure the gear is dry before packing it back up and storing it.

Box of Books – The books are specific to participants reading homework and should be put out on display somewhere in the course room for browsing – they are not for borrowing.

Flip Chart Paper and Easel – There should be a flip chart with paper set up in the event room at all times. You will want to be sure there is a sufficient supply of paper and markers with the chart.

L4 Chart – This is in a round tube and needs to be hung in a visible place at the front of the course room throughout each retreat.

Sound System – The sound system needs to be set up and a sound check performed prior to the participants' arrival. Each retreat center's sound system is slightly different. Please follow the instructions for your location.

- Westerbeke has a permanent sound system with a mixer.
- Almira has a permanent sound system that is a stereo.
- Bend of Ivy uses a permanent sound system with a soundboard.

Tissues – Be sure tissues are available in the course room.

Participant Chairs – The chairs will be in the course room either set up or ready for you to set up. You will need to be sure that there are a correct number of chairs for your participants and that the chairs are in good shape. Set the chairs up in a “U” shape.

Televisions – TV's should be set up for Saturday night for ropes playback and for lifeboat playback in R1. In addition, they are used in R2 for ropes playback. Each retreat center's TV viewing system is slightly different. Please follow the

Video Playback section of this manual for specific instructions for your location. You will also need to locate the necessary AV cables for set up.

- Westerbeke – 2 flat screen televisions - they need to be brought up but not until the weekend.
- Almira – you'll need to find them from other rooms and bring them into the event room.
- Bend of Ivy – TV's are in the lodge and they are on rolling carts.

Boxes Shipped From CTI

Emergency Procedures Folder: You will find a Red Emergency Procedures folder right on top of the box. The emergency protocol is one of the most important things to establish when you first meet with your leaders. This will allow you to act quickly in case of emergency, knowing who has up-to-date CPR, 1st aide experience, who will be the designated driver, the location and directions to the nearest hospital, who will go with someone who goes to the hospital (typically one of the assistants). If there is not a car available then use a taxi or an ambulance must be called if it is determined that there is risk in moving the participant.

This folder comes back to the office each time and we will return it to you for each retreat so we know it is readily available and up-to-date in case of emergency. Information in this binder includes emergency contact numbers, contact numbers for where leaders are staying and vendor numbers. Please get familiar with the material in this folder.

See the procedures in the folder for full reporting details in the case of an incident. All accidents or incidents must be reported right away to the CTI staff – if on a weekend, CTI point of contact telephone numbers are in the binder.

Leader File: This includes timelines, retreat specific event descriptions, low ropes write-ups, course completion form, etc.

Assistant File: This file includes participant medical forms, timelines, retreat specific event descriptions, camera shipping instructions, inventory forms, etc...

Participant Journal (R1 only): You will find the leather journal cover and the bound printed inserts shipped separately. You will need to put the insert into each cover and have a journal prepared for each participant. Have them ready to hand out during R1- Day 1 per the timeline (keep them out of sight until then). If there are any extra journal covers or inserts they should be shipped back to CTI at the end of Retreat 1. **Leaders and Assistants do not receive the**

participant journal. Leaders and assistants have a permanent 8 ½ x 11 spiral bound copy on site to be used while onsite and left onsite for other tribes use.

The Leader and Assistant journal does not include the tribe name pages – with the tribe name and description - those are shipped in the supplies box for your use.

Name Badges (R1& R2 only): Name badges should be prepared and laid out on the entryway table in first name alphabetical order before participants are scheduled to arrive on day 1. At the end of Retreat 1 & 2, please trash or recycle them.

Participant Roster: Before the last day of each retreat be sure ALL participants have read and initialed the roster with any changes noted. The updated roster is returned in the box to CTI at the end of the retreat. CTI updates its database for internal purposes. This information is launched in iCohere for the participants with corrections after Retreat 1 with the I AM types.

Medical and Liability Forms: Please have each individual sign the liability page on the back of their medical form and write their contact information on DAY 1 of Retreat 1. This information is private so please maintain privacy and confidentiality. Don't put them out for students to pick up please deal with them one on one. Please do not read the medical information on the participant forms. The leaders have already reviewed the participant forms prior to the course and they will inform you of any necessary details. These forms will get shipped back to CTI after each retreat and will be included in the materials box shipped from CTI for each retreat.

Ropes Course Liability Form (R1 only/for US Locations only): These need to be signed by the participants and turned over to the Ropes Course staff on the morning of the Ropes Course event before they go on the Ropes Course.

Post Card Appreciations (R1 only): The leaders will have post cards for distribution on the last day of Retreat 1. (3 per participant max – these are not souvenirs)

Preference is for all post cards to be returned with the assistants' materials to CTI for addressing and mailing. This enables CTI to also acknowledge those who are being appreciated (i.e. those that referred business to the Leadership program). However, participants are not required to turn them in, it is ok if they prefer to take them home to address.

FedEx Return Label – (US Locations only): You will receive 2 FedEx return labels in the box for Retreats 1 & 2 and 1 FedEx return label for Retreats 3 & 4. For the first

2 Retreats, one label is for the camera box and one for the materials box. For the last 2 Retreats, the one label is for the materials box.

Bandanas: Use these as required for activities. At the end of the retreat please, always send ALL bandanas back to CTI whether or not they have been used.

The grid below will give you a general idea of which supplies are used when.

Item	RETREAT SUPPLY GRID				Notes
	Used in Retreat				
	R 1	R 2	R 3	R 4	
General Supplies (see inventory sheet)	x	x	x	x	
First Aid (see inventory sheet)	x	x	x	x	
R1 Box (see inventory sheet)	x				
R2 Box (see inventory sheet)		x			
R3 Box (see inventory sheet)			x		
Books (see inventory sheet)	x	x	x	x	
Backpacks	x	x	x	x	For carrying camera equipment, asst. supplies
Hand Drum with mallet	x	x	x	x	For outdoor calling back of tribe
I AM Chart in carrying bag	x				
L4 Model	x	x	x	x	
Low Ropes rope (2x26', 1x47', 1x93')	x				Path to Success, Rope Push, Jump Rope
Post-it easel pads	x	x	x	x	
Rain ponchos					Extra rain gear- as needed
Spider Web game			x		
Marble & Tubes game			x		
Square board with hole game			x		Inflate ball firm
Ropes to attach to board			x		
Small blue barrel & ball				x	Inflate ball firm – window of opportunity
Air Pump					As needed to keep ball firmly inflated
Blankets, pillows, cushions	x	x	x	x	
TV cables and cords, remotes	x	x	x		Lifeboat, ropes playback, Arcs & Timing
Tripods for cameras	x	x	x	x	
Improv Props				x	Montage, Juggle

Storage Location by Facility:

- Westerbeke – Storage is in the Wedding Shed located behind the Kitchen. The combination for the lock is 0032. All of CTI's storage is on the left side of the shed and is clearly marked.
- Bend of Ivy – Storage is in the Pavilion building in the locked cupboards under the window seats. (The key is in the box shipped from CTI)
- Almiral – Storage is outside of the Casita in the locked walk-in locker.

Assistant Logistics Outline

All Retreats

Retreat 1 is the most logistically demanding retreat for the assistants. First, there are more materials to prepare, more events to set up and more preparation than other retreats. In addition to these duties, you and your co-assistant will manage beauty and order, timing, and morning ritual until the participants are trained and take over those duties.

It is important to get familiar with the video camera and playback before the retreat begins.

Although you will be busy, you won't be alone. You have many resources to support you during the retreats, this manual, the leader timeline, your co-assistant, your leaders, and if you get stuck you can always call Stephanie Rincon at CTI (415) 526-1631.

You will know which equipment should be brought into the room at what times based on this outline, the leader timeline and your meeting with the leaders – read your timeline and be prepared in advance.

The retreat center isn't responsible for bringing the boxes to or from their offices. Please stop by the office on your way into the property and pick up anything that has come by way of FedEx. When you leave the retreat property, take the box and Pelican Case back to the retreat center office ready for them to call for FedEx pick up (the return FedEx labels are in the box).

ASSISTANT CHECK LIST

Please be sure to review and complete all items of the check list.

AFTERNOON/EVENING BEFORE DAY 1:

Please cover emergency medical procedures (driver, hospital directions, current CPR training, skills etc.) among leaders and assistants pre retreat.

Familiarize yourself with the materials shipped by FedEx from CTI and also the supplies stored at the retreat center. These materials are described in detail on the previous pages.

Your shipment boxes include the Retreat 1 journals for all participants. These will need to be assembled before day 1. Additionally the leader and assistant materials, video tapes, cameras, medical file, nametags, timelines and other items specific to this retreat will be in the FedEx box.

Please get acquainted with the CTI storage area. Familiarize yourselves with the General Supply box, First Aid box, Book box, Retreat specific equipment, the Stereo / iPod equipment in the event room, and the Audio-Visual equipment.

Bring the tripods, cameras, video tapes, "general supply" and "Retreat 1" equipment into the event room, along with 3-4 boxes of tissue (supplied by the retreat center). Check the Retreat 1 box and First Aid box against the inventory sheet to make sure you have everything you need.

Bring the assistants' chairs to the back of the event room.

Familiarize yourselves with the video cameras and instructions. Try experimenting with the tripod, zoom, in/out and other camera features with the practice tape provided. Please treat the video cameras very carefully.

Check to make sure you have everything you need for the Lifeboat video playback. We suggest trying to playback the practice tape you used in the camera to be sure you are ready.

BEFORE 9 AM DAY 1:

- Arrange the participant nametags in alphabetical order. Then lay them out on a table near where the participants enter along with a roster (for mark-up by participants). Choose the best location for participants entering for the first time, if you have questions check with the leaders.
- Set up chairs in the event room in a "U" Shape.
- Attach the Level 4 Leadership model to a wall or window near the leaders.
- Lay books out in a visible place.
- You may need to find a 'sample talking stick' for the event room – if the leaders request.

DURING THE RETREAT

To get participants into the event room (or where they need to be next), give them a 3-minute warning chime. Inform participants that this chime means they are to be MOVING, not waiting to be convinced or cajoled into moving so they are in their seats at the appointed time.

Pay attention to the leader timelines and do your best to anticipate leaders' needs. They do need you!

On Day 1, make sure all participants have privately signed the liability page on their medical form and initialed and corrected the roster (the roster can be left out on a table during the retreat) and return both in the CTI FedEx box at the end of the retreat. The roster will be updated with the new information and will be available on iCohere for all participants, leaders and assistants a week or so after the retreat ends.

FINAL NIGHT-PARTY PREPARATION:

The beverages (wine, beer, sparkling juice and water) will be supplied by the kitchen for dinner toasting and after dinner party. Please check with staff to find out what they would like you to do in preparation.

ALL RETREATS - BEFORE LEAVING

1. Turn cameras to the "off" position. Make certain each camera foot is on the TRIPOD, not attached to the camera.
2. It is very important that you return all items to their designated area. Put everything you took out of storage back neatly for the next tribe. Tripods are returned to storage but, cameras are returned to CTI office for North America only.
3. Complete the inventory sheets so we can accurately restock supplies for the next retreat. Please be thorough, check each box and indicate any low quantities.
4. Check all rooms for items left behind and put them in the lost & found bag/box for this group until the next retreat. We do not ship items to participants. The assistants can retrieve lost items for participants at the next retreat upon request.

SPECIAL INSTRUCTIONS FOR SPAIN: Gather and leave all materials in the walk in storage container.

Video Taping – Preparing to Video Tape Leadership Retreats 1 & 2

We ask that you get very familiar with the video equipment, camera and tripod, so that you can operate this equipment quickly and safely. We especially ask that you take good care of the equipment during your time at the retreat. We use high quality video equipment and it is costly to repair. Treat the cameras gently. If there are any problems with video equipment, please advise Stephanie Rincon.

What Should You Video Tape?

- Please film the Lifeboat exercises and the High Ropes in Retreat 1 and 2 in their entirety.

Some Tips For Being a Good Camera Person

- When zooming in and out press the T/W button gently to zoom slowly.
- When panning move the camera slowly; again any quick movement only creates a dizzy effect.
- Try to keep the camera on the tripod as much as possible (including outside) you will get much better, cleaner, and steadier shots, especially with zoom. Push the legs together and use the tripod as a monopod for steadying when you want a quick shot and don't want to set up the whole tripod.
- If you have any questions during the retreats, please consult with the leaders. If they don't have an answer, then just film the event as best you can and keep moving.
- If it's a major technical problem, please contact Stephanie at CTI.

Video Camera Guide

General Guidelines:

- Retrieve tripods, camera, videotapes and backpacks (to carry equipment on Ropes Course days) from the on-site storage area and bring to event room.
- Cameras need to be on SP for all videotaping (tapes record 1 hour).
- The video tells a story, so action shots are best.
- For Ropes Course day, you want to shoot tight on the person with occasional wide shots.
- If an event room is dark, please turn on as many lights as possible. If an event room has bright windows or dark walls – move around for best shots.
- If it is raining when you go out, you must use the raincoats (in the camera bags) on the cameras.

- There are microphone covers for wind noise reduction when you are outside. (Microphone covers look like a fuzzy ball with a hole in the middle).
- It takes as many hours to charge a battery as it does to use it up. We recommend charging the batteries at night; you will want a full set of charged batteries to start each day. (Large batteries last about 2 1/2 hours each; small batteries last 1 hour /see manual). Please take the camera to your sleeping room to charge for security purposes.
- Leave lens cover on when camera is not in use to protect the lens.
- Each morning before filming, check the lens for dirt. Special lens cleaning kit is located in camera bags. On rainy days, please wipe any moisture off lens with cleaning cloth. Use the tissue and cleaning fluid for dust.
- The camera instruction manual is well written and easy to use. Use it as needed and to troubleshoot any problems.
- If one Assistant needs to 'fill in' and participate in an event, one Assistant should continue taping – no unmanned cameras.

At the End of the Retreat:

- Remove final tapes
- Turn cameras to 'off' position
- Return the camera foot to the tripod, DO NOT leave the foot on the camera
- If you had any problems with any of the camera, tripod or A/V equipment, please annotate and leave in the camera bags. Thank you so much awesome assistants!

Video Taping – Retreat Specific Instructions

Retreat 1 - Video

Capture these events in their entirety:

1. Lifeboat One and Two on Tuesday night (Tribe divides into 2 leader groups)
2. Ropes Course One and Two on Ropes Course day
3. Lifeboat on Type on Saturday

Retreat 2 - Video

1. Ropes Course One and Two on Ropes Course day

Tip for Filming High Ropes

On the day of the high ropes we ask you to film the participants going up the ladders, up the tree to the platform as a wide-angle shot. When the participants get up into the tree/platform, zoom in on their faces to capture a bit of them getting connected with their partner. Then as they step out onto the cables, return to a wide-angle shot.

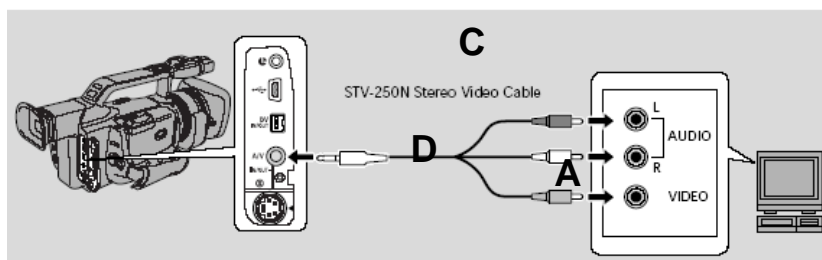
Video Playback – Setting up the TV

Retreat 1 – Life Boat & Ropes Play back

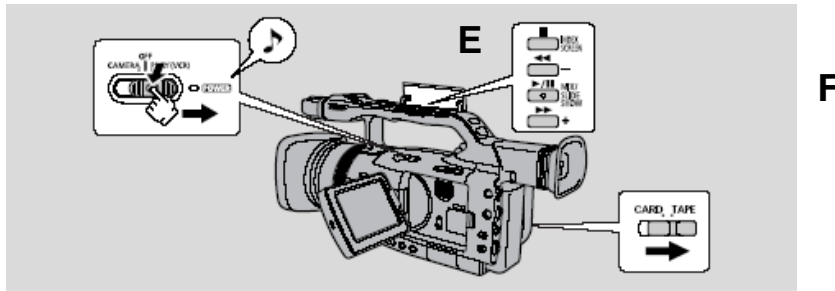
You will use Set Up A below for most retreat centers. However, there is an adaptation (Set Up B) for some locations where you need to connect two cords to stretch the length of the room.

SET UP A:

1. Locate long black video connecting cord in the video box in the CTI storage area that has 3 small colored plugs on one end (red, yellow & white) and 1 single plug on the other end (See illustration A).
2. Insert the 3 colored plugs into the TV matching the color plug (male) on the cord to the corresponding color socket (female) on the front of the TV (B) yellow cord plug to yellow TV socket, white-to-white, red to red.
3. Locate the small flap on the back of the video camera and open it (C).
4. Insert the video connecting cord end with the 1 single plug into the A/V socket in the camera (D).



5. Turn the camera power switch to Play (VCR) mode (E). You should see a blue screen on the video camera viewing screen. And if the TV is on, you also should see a blue screen on the TV.
6. Press Play (F) on the control buttons found under the cover on the carrying handle.
7. You are now ready to view the tapes.



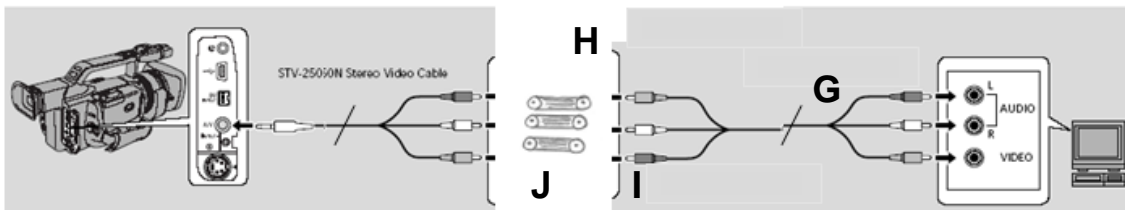
NOTE: The TV can be operated by remote. The remote control can be located in video box. If necessary, extra replacement batteries are in the general box.

Problem Solving

1. The TV isn't set on the correct channel.
2. The plugs are not pushed completely in.
3. Video camera isn't turned onto video playback (power switch).

SET UP B:

In some locations you will have to connect two cords to stretch the length of the room for Lifeboat playback. Here's the set up variation:



1. Locate long black video connecting cord in the video box in the CTI storage area that has 3 small colored plugs on both ends (red, yellow & white). (G)
2. Insert the end with 3 colored plugs into the TV matching the color plug (male) on the cord to the corresponding color socket (female) on the front of the TV e.g.) yellow cord plug to yellow TV socket, white-to-white, red to red (B)
3. Locate 3 small video adaptors found in the video box. These adaptors are about 1" in length (H).
4. Insert the 3 colored plugs on the cord coming from the TV into the small adaptors (I).
5. Locate the camera cord (found in camera case) that has 1 plug on one end and 3 colored plugs on the other end) (A).

6. Insert the 1 single plug end of this camera connector cable into the camera (open the small flap on the back of the video camera next to battery) (C)(D).
7. Insert the 3 colored plugs on the other end of the camera connector cable into the 3 small adaptors. This will join the cord from the TV to the adaptors and the adaptors to the camera (J).
8. Then, complete the set up by doing steps 5, 6, and 7 from SET UP A

IN SPAIN:

TV in "Sex Room"

- Switch TV on
- Press + button on TV
- On remote control (grey), press → once, then P+ ▲ till you get to AV channel.
- See Video Playback Instructions

TV in "Kids Room"

- Switch TV on (left black button)
- Press the TV/AV button to AV A
- Then press ▲ on black remote till you reach 'CINCH'
- See Video Playback Instructions

Generic Meal Schedule

Meal Schedule by Retreat and Day

Meal		Times by Day					
		Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
R1	breakfast		7:00	7:00	7:00	7:00	7:00
	lunch	12:00	12:00	12:00	box lunch	12:00	12:00
	snack	3:00	3:00	3:00	off site	3:00	
	dinner	6:30	6:30	6:30	6:30	6:30	
R2	breakfast*		7:00	7:00	7:00	7:00	7:00
	lunch	12:00	12:00	box lunch	12:00	12:00	12:00
	snack	3:00	3:00	off site	3:00	3:00	
	dinner	6:30	6:30	6:30	6:30	6:30	
R3	breakfast*			7:00	7:00	7:00	7:00
	lunch		12:00	12:00	12:00	12:00	12:00
	snack		3:00	3:00	3:00	3:00	
	dinner		6:30	6:30	6:30	6:30	
R4	breakfast*			7:00	7:00	7:00	7:00
	lunch		12:00	12:00	box lunch	12:00	12:00
	snack		3:00	3:00	off site	3:00	
	dinner		6:30	6:30	6:30	6:30	

* Please leave breakfast set up for leaders after participants (7- 8:30) at R2, 3, and 4.