

# Developing a Life-Serving Event Coordination Team

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Several tasks are involved in putting on an NVC training, workshop or conference. Participants are more likely to attend future events when the one they've attended runs smoothly and efficiently, and the venue is physically enjoyable. Use this worksheet to consider all tasks involved, and to divide tasks among your volunteers to ensure equitable distribution of workload and maximization of volunteer skills.

## STEP #1: ASSESS YOUR SITUATION.

- Take some time to assess the current stage of your organization. For instance, is your NVC community just forming for the first time? What type of team would you like to form — a short-term team to host a Marshall event, or a long-term team that plans to host one workshop per month?  
SEE OTHER TEAM/ORGANIZATION DEVELOPMENT RESOURCES TO GET YOUR TEAM STRUCTURE, MISSION AND GOALS ESTABLISHED BY VIEWING THE TEAM DEVELOPMENT TOOLKIT.
- What kind of event budget (if any) will your team be operating with?
- What kind of event promotion budget (if any) will your team be operating with? SEE OTHER TOOLS FOR DEVELOPING A PROMOTION TEAM IN THE PROMOTION TOOLKIT OR THE TEAM DEVELOPMENT TOOLKIT.
- What event planning, event coordination, networking/partnership development and/or administrative skills are present among your current volunteers?
- Considering your answers to the questions above, what needs would be met by forming an event coordination team, as opposed to coordinating an event on your own?

## STEP #2: ORGANIZE YOUR TEAM.

Whether you're forming a long-term promotion team, or a team to coordinate promotion for a specific event, careful team organization will meet needs for support, teamwork and collaboration.

- IDENTIFY AN EVENT COORDINATOR: \_\_\_\_\_  
Identify a team member to serve as the event coordinator for a designated period of time (2-3 months prior to the event is desirable), and list this individual on your Event Planning Worksheet. This person will keep all event coordination tasks organized, delegate various event planning tasks to other volunteers, possibly fulfill tasks on their own, and keep in communication contact with the rest of your team. For best results and ease, it's most helpful if the promotion coordinator has some expertise in event coordination/planning or juggling multiple tasks at once. You may consider a two-person team approach to coordinating the event as well.
- IDENTIFY PERSON TO FIND EVENT LOCATION/VENUE: \_\_\_\_\_  
While the event coordinator could also take on this task, since it can often be substantial, you may consider giving this task to another individual. This job may include negotiating pricing or sponsorship arrangements if your group needs some of the event expenses donated.
- IDENTIFY SCHOLARSHIP COORDINATOR(S): \_\_\_\_\_  
Identify 1-3 people to accept scholarship requests or applications, dance with applicants to negotiate a scholarship arrangement that meets mutual needs, and coordinate the awarding of the scholarship.
- IDENTIFY PRE-REGISTRATION COORDINATOR(S): \_\_\_\_\_  
Identify a team member to accept mail-in pre-registration forms and payments prior to the event. This task may involve recording all registration information on a pre-registration log spreadsheet and depositing payments into your organization's bank account. In addition, this same volunteer may organize the pre-registration table at the event.

- **IDENTIFY BOOKS/MATERIALS COORDINATOR:**  
Identify a volunteer to coordinate books/materials sales. This task may include ordering materials from CNVC or Puddledancer Press, keeping a running inventory of materials, coordinating set-up of the books/materials sales table, etc.
- **IDENTIFY REGISTRATION COORDINATOR** (to process registrations received on the day of the event): \_\_\_\_\_  
Identify a volunteer to coordinate the registration table (people who have not previously registered for the event).
- **IDENTIFY DAY-OF-EVENT VOLUNTEERS**  
These volunteers will fulfill several day-of-event tasks including the following:  
 EVENT SET-UP: \_\_\_\_\_  
 REFRESHMENT SET UP / MAINTENANCE: \_\_\_\_\_  
 ANNOUNCER (INTRODUCE TRAINER): \_\_\_\_\_  
 EMPATHY TEAM: \_\_\_\_\_  
 ORGANIZATION TABLE INFO PERSON: \_\_\_\_\_  
 BOOK/MATERIALS SALES TABLE PERSON: \_\_\_\_\_  
 REGISTRATION TABLE PERSON: \_\_\_\_\_  
 DISTRIBUTING HANDOUTS: \_\_\_\_\_  
 GATHERING DONATIONS (if applicable): \_\_\_\_\_  
 MISC. SUPPORT: \_\_\_\_\_  
 EVENT CLEAN-UP / TEAR-DOWN: \_\_\_\_\_

**STEP #3: ESTABLISH YOUR EVENT COORDINATION PLAN.**

Use the Event Coordination Planning Worksheet to review all of the tasks involved in hosting an event. Add or subtract other tasks that are not listed, or are not necessary for your event.

**STEP #5: WHEN IMPLEMENTING YOUR EVENT COORDINATION PLAN, CONTINUALLY CHECK IN WITH YOUR TEAM – ARE WE OPERATING FROM A LIFE-SERVING VOLUNTEER EXPERIENCE?**

- **OPERATE FROM A PLACE OF JOY, RATHER THAN A SHOULD OR HAVE TO MENTALITY —**  
Putting on an event can be stressful, so it's really easy to become absorbed in the mindset of we have to do this now! Do your best to be forgiving of yourself and your team at all times. Remind yourself and your volunteers that any action done unwillingly does not serve life!
- **CELEBRATE YOUR ACCOMPLISHMENTS WEEKLY —** As the Event Coordinator, you're keeping your pulse on the details of your event coordination plan and daily accomplishments. During the two or so months prior to your event (the busier weeks), consider sending out a weekly event update to your team by email. Highlight/list all strategies that the team has fulfilled to date. Communicate your gratitude to volunteers and request that they take 5 minutes out of their day to celebrate your team's accomplishments.
- **SET AND COMMUNICATE BOUNDARIES —** Consider your personal needs. Set and clearly communicate your boundaries to all team members. For instance, if you're balancing your volunteer time with a full-time job and would enjoy communicating with your team primarily during the evening hours — let them know!
- **ASK FOR HELP WHEN NEEDED —** Sometimes the hardest thing to do is ask for help. Check in with yourself often to consider if your needs are being met. Try to plan ahead for the expected, such as vacations, a big project at work that will take a lot of your time one week, etc. Ask for help from your team when needed to help you retain balance and enjoyment in your own contribution.