

Theology on Tap Planning Meeting
June 12, 2004

Opening reflection

A walk through of TOT:

7:30-7:35pm	Welcome – Introduction. Location of restrooms. Direction of food. Encouragement of donations. Direction to bar, etc. Thank any sponsors
7:35-7:45pm	Icebreaker
7:45-7:55pm	Opening prayer MC commentary - “Paving the way” for the speaker Introduction of speaker
7:55-8:45pm	Speaker. At end of talk, speaker may bring question for table discussion to be shared after break.
8:45pm	MC makes announcements (please complete comment cards, prayer petitions, acknowledgement of sponsors, etc.)
8:45-8:55pm	Break
8:55-9:15pm	Q&A or table question being discussed as introduced by speaker
9:15pm	TOT ends

Prior to event:

Marketing

- GET THE WORD OUT BY ANY MEANS
- Begin to send e-mails out now from your past TOT e-mail lists
- Tidings article is great for publicity
- Once we get cards, get them to Catholic and Christian bookstores, businesses, college post boards, all parishes in foyer (you’ll need volunteers for this)
- Begin your personal invitations. Time creeps up and people appreciate advance notice.

A word about the team

- Have your team ready with team leaders assigned to certain tasks such as:
 - Food, hospitality
 - Greeting of speaker
 - Holder of speaker stipend and certificate/gift
 - Bartender
 - Rovers, who are really needed to handle those unexpected ice runs to the store, etc.

Food and Drink

- Choose a team leader. There should be two bartenders with a third person, if possible, as a rover should there be a shortage of ice, drinks, etc.
- Decide on food theme for event (Mexican, Italian, Chinese, etc.).
- Costco run to get cups, soda, beer, wine, utensils, plates, serving tools, serving trays, bowls, food heaters, tubs for ice for drinks, etc.
- Lots of Diet soda. There are diabetics attending.
- Do not forget ice and coffee, creamer, Splenda
- Now is a great time to solicit a restaurant to cater for evening as an in-kind contribution in return for advertisement at TOT event

Hospitality

- Choose a team leader
- Decide on budget and decide decorations
- Buy plastic table covers
- Donation jars and décor on them
- Lots of small pencils
- Markers for name tags

- Print out comment cards and prayer petitions
- Develop signs for the day of event
- Get sign up book
- Tiki torches are a nice touch if guests have to walk a distance

Music

- Have you secured a live group, DJ, etc.? This can really set the stage for a memorable event.

MC

- Choose an MC
- Have speaker bios to MC for introduction
- MC to develop brief intro to bring forth a spiritual mood in preparation for the speaker. Meditate and reflect deeply on topic.

Day of event:

Food

- Donation jars at serving table
- Let food team leader and their team do his or her thing. Food is the most time-sensitive item and the easiest to forget things.

Hospitality

- Inside and outside
- Have team of 2-3 as greeters and 2-3 to sign up guests
- Have signs made leading to event to guide guests
- Tiki torches worked very well
- Have sign up sheets for event

Music

- They should be there by 6pm, as they sometimes need to run for items forgotten and they need to practice.
- Common issues:
 - Cordless mikes are the best.
 - Make sure the MC and speaker are set up as to not step over music wires, etc.
 - Good to have a podium for note holding, even though most speakers like to wander.

MC and Speaker

- MC should be introduced to speaker and go over agenda for evening

Set up and Misc.

- Get there at 5:30pm with a team to pull chairs, set up tables, etc.
- Greeting of speaker
- Holder of speaker stipend and certificate/gift
- Rovers, who are really needed to handle those unexpected ice runs to the store, etc.

Clean up

- Clean up team leader should have their team ready to go

Post

- Feedback cards assessed and shared with team
- Money to be counted
- E-mails out to all inviting them for next week and thanking them for attending