

ON-SITE COORDINATOR TO-DO LIST

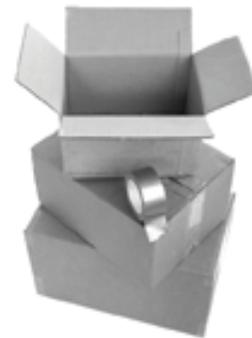
DAY ZERO

If you have access to your site in the morning of “Day Zero,” it is best to arrive at the site early in the morning and begin setting up supplies for both Faculty Training and The LeaderShape Institute. If this is not an option, please allow adequate time on the morning of Day One to get the site set up for The LeaderShape Institute. (See Day One for exact instructions on room setups for The LeaderShape Institute.)

FACULTY TRAINING

Meet with faculty (time and location determined by Program Coordinator)

- Determine if any faculty have any special dietary/physical needs
- Have welcome notes prepared for both Co-Leads and Clusters (optional)
- Have all faculty training supplies ready for use
 - Flipchart paper
 - Markers
 - Learning Agreements
 - DiSC Instruments with paper clip
 - DiSC Memory Jogger
 - Earthquake™
 - Breakthrough Blueprint
 - Paper shirt
 - Extra paper
 - Pens
- Set up Faculty Room with snacks and drinks (if applicable)
- Help distribute Learning Agreement, Breakthrough Blueprints, DiSC, DiSC Memory Jogger, and Earthquake™ during faculty training
- Discuss your role as On-Site Coordinator (OSC) with the faculty, participate in activities; you’re an equal member of the faculty team
- Have final versions of the following prepared:
 - Participant list
 - Room assignments
 - Cluster assignments
 - Team Challenge Course list
 - Emergency procedure information
 - Guest Leader Forum bios
- Prepare Day Boxes (if used) and store them in the Faculty Room
- Help faculty make a participant “Welcome” banner
- ANNOUNCEMENTS**
 - Create welcome banner for participants
 - Help with registration
 - Check out cluster rooms and let OSC know if any adjustments are needed



NOTE: Be sure to take time with the Lead Facilitators to discuss expectations that they have of you and that you have of them. Remember that you are an equal member of the faculty team.

DAY ONE: Building Community

8:30 AM: SET UP CONFERENCE SITE

- Post the following in a highly visible area for participants:
 - Menu for the week (if applicable)
 - Emergency information
 - “Welcome” banner made by the faculty
 - Signs indicating directions to rooms (if applicable)
- Have area ready for participant mailboxes
- Have slips of paper and pens near mailboxes
- Have area ready for participants to post their pictures (optional)

SET UP REGISTRATION AREA

- Keys and room assignments for participants
- Nametag for each participant
- Pre-Session Participant Survey for each participant (if applicable)
- Set up a stereo outside the Learning Community
- Confirm refreshments with conference facility staff (if applicable)
- Tags and box for drivers’ keys (if applicable)
- Challenge Course release forms (if applicable)
- Bug spray/flashlights/sunscreen for participants (if applicable)
- Camera to take picture of each participant (optional)

SET UP LEARNING COMMUNITY

- Hang LeaderShape banners with rope (please do not use tape on the banners)
 - Welcome to The LeaderShape Institute
 - Myths
 - Truisms
 - Themes
- Set up chairs theatre style
 - Confirm setup with Lead Facilitators
- 2 flipcharts with stands
 - 1 preprinted LeaderShape flipchart
 - 1 blank
- Flipchart markers (in a container)
- LCD projector and screen
- DVD player or DVD software, a video projection machine, and screen
- Podium for the Lead Facilitators
- Masking tape
- Bungee cord, truisms, and leadership elements on podium for leads
- 7 pieces of flipchart paper for Learning Community behaviors
- Learning Agreements and pens
- Participant manuals nearby
- CD player or MP3 player inside the Learning Community



SET UP FAMILY CLUSTER ROOMS

- Flipchart (blank) with stand

- Arrange chairs around the table
 - Make sure there are enough seats for everyone!
- Supply box containing:
 - Markers (at least 15)
 - Masking tape (2 rolls)
 - Post-It notes



MAKE SURE ALL OF THIS IS DONE BEFORE 3:00 PM!

Noon–4:00 PM: REGISTRATION

Registration start time will vary by campus!

- Play music to help create an energetic atmosphere!
- Ask faculty to help when needed

4:00–6:00 PM: WELCOME/SPIRIT OF THE WEEK

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 4:00 PM
- Be prepared to introduce yourself with the rest of the faculty
- Make sure LCD projector is ready after icebreakers
- Help distribute Learning Agreements at 5:35 PM
 - Collect and organize by cluster
 - Hand back to Cluster Facilitators before 7:00 PM

ONCE EVERYTHING HAS BEGUN...

- Clean up and keep registration supplies organized
- Alert Program Coordinator of any no-shows
- Alphabetize Challenge Course release forms (if applicable)
- Put away all car keys (if applicable)
- ANNOUNCEMENTS** (before dinner)
 - Explain that when they hear loud music it means it is time to get started
 - No cell phones in the Learning Community or Family Cluster meetings
 - Update participants on the conference facility:
 - Location of restrooms, vending machines, dining room, etc.
 - Emergency information
 - Any other information pertaining to the facility
 - Have participants check menu for the week (if applicable)
 - Any participants with special dietary requests should speak to OSC
 - Participants should seek help from OSC in emergencies
 - Let participants know where OSC room is located



BEFORE YOU EAT DINNER...

- Set up Learning Community for next segment
 - Make 7 even circles of chairs
 - Make sure the number of chairs equal the number of participants/faculty
 - Place one of the 7 elements of leadership, a piece of flipchart paper, and a marker in the center of each circle
 - Place one participant manual on each chair

6:00–7:00 PM: DINNER

7:00–7:40 PM: BUILDING A LEADERSHIP DEFINITION

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 7:00 PM
- Make sure participants put their name on their manual
- Distribute signed Learning Agreements to Cluster Facilitators for those who do not yet have them

7:40–9:30 PM: INTRODUCTION TO FAMILY CLUSTERS

(Family Cluster Time)

- Finish alphabetizing Challenge Course release forms
- Clean Learning Community and arrange chairs
 - Confirm setup with the Lead Facilitators
- Have pieces of masking tape prepared to hang cluster logos
- Consolidate the Learning Community Behaviors on banner paper and hang in the Learning Community
- Hang 7 elements of leadership on the wall of the Learning Community for reference during the week

9:35–10:10 PM: THE POWER OF REFLECTION

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 9:35 PM
- Help hang each Family Cluster name/logo poster
- ANNOUNCEMENTS** (before reflection)
 - Remind participants to dress appropriately for Challenge Course
 - Inform them of where groups will be listed or posted for the Challenge Course
 - Collect any release forms that have not been turned in
 - Collect any car keys (if still necessary)
 - Ask that participants help keep Learning Community clean this week
 - Family Cluster space is a “sacred space”: do not use those areas to socialize
 - Wear nametags all week!
 - Encourage participants to get some rest—it will be a busy week!
- Play reflection music during reflection time
 - Ask the Lead Facilitators for exact timing

10:10 PM: FACULTY MEETING

- Set out water/soda/snacks/ice for the faculty
- Confirm spelling of Family Cluster names (for Commencement)

Cluster #1 name: _____ Cluster Facilitator: _____

Cluster #2 name: _____ Cluster Facilitator: _____

Cluster #3 name: _____ Cluster Facilitator: _____

Cluster #4 name: _____ Cluster Facilitator: _____

Cluster #5 name: _____ Cluster Facilitator: _____

Cluster #6 name: _____ Cluster Facilitator: _____

- Make sure you know about the faculty team inspiration and your role
- Ask Cluster Facilitators to choose one Guest Leader host by tomorrow evening—this person will be responsible for greeting the Guest Leader when they arrive, showing them around, LeaderShape, and having dinner with them
- Confirm which Cluster Facilitators will be participating in the Team Challenge Course and collect release forms from them (if applicable)
- Distribute LeaderShape t-shirts to faculty and announce when group pictures will be taken (if applicable)

AFTER THE FACULTY MEETING...

- Count to make sure that you have ALL Challenge Course release forms (if applicable)
- Write Challenge Course group assignments onto flipchart paper and post in a location that can be seen by all participants
- Straighten the Learning Community and arrange chairs
 - Confirm setup with Lead Facilitators
- Prepare Day 2 box and place in Learning Community
- Consolidate Learning Community Behaviors on banner paper and hang in Learning Community
- Prepare time slots and basket for cluster inspiration drawing on Day 2
 - Mornings of Day 3, 4, 5, and 6—10 minutes each (MAX)
 - Day 3: Before the Guest Leader Panel (keep to 5 minutes)
 - Day 6: Before Commencement—if needed (keep to 5 minutes)
- Clean Faculty Room (if needed)
- GET MUCH-DESERVED REST!



DAY TWO: The Value of One, The Power of All

7:45 AM: BREAKFAST

8:30–8:40 AM: FACULTY INSPIRATION

- Check with Co-Lead Facilitators to make sure they are ready to start!
- Play loud, upbeat music for opening at 8:30 AM
- Help with Cluster Inspiration Drawings
 - Mornings of Day 3, 4, 5, and 6—10 minutes each (MAX)
 - Day 3: Before the Guest Leader Panel (keep to 5 minutes)
 - Day 6: Before Commencement—if needed

- Write down names of cluster and times of inspirations they are responsible for

Day 3 Morning (Cluster name): _____

Day 3 Before Guest Leader Forum (Cluster name): _____

Day 4 Morning (Cluster name): _____

Day 5 Morning (Cluster name): _____

Day 6 Morning (Cluster name): _____

Day 6 Commencement (Cluster name): _____

8:40 AM–12:15 PM: TEAM CHALLENGE COURSE

- Give release forms to Challenge Course facilitators
- Make sure there is water on the course for the participants (if needed)
- Attach one paper clip to each DiSC instrument for the afternoon session
- Post order of Family Cluster inspirations in the Learning Community
- Touch base with the Lead Facilitators, see if they need any help this morning
- Straighten the Learning Community
- Replenish notepaper for mailboxes
- Prepare Day 2 PowerPoint slides for Lead Facilitators in Learning Community
- Enter Family Cluster names into the LeaderShape database
- Good time to rest

12:15–1:15 PM: LUNCH AND FREE TIME

1:15–3:10 PM: WHAT'S MY STYLE

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play music for opening at 1:15 PM
- Help distribute DiSC instruments at about 1:30 PM
- Have 8 pieces of flipchart paper and markers ready at about 1:45 PM (for DiSC groups)

3:15–4:15 PM: PERSONAL COMMITMENTS

(Family Cluster Time)

- Arrange chairs in Learning Community in a large circle
 - Test DVD player for “A Class Divided” video which will be shown later tonight. Note that all DVDs are on the same disc sent with the suppliers.
 - Cue PowerPoint slides for Leads (if needed)
 - Gather the cultural lens material* for the evening session:
 - Pitcher of water with 2 cups or glasses
 - Tray and crackers
 - 2 chairs at front of room
- *Do not set this out until 7:00 PM



4:20–5:05 PM: EMOTIONAL INTELLIGENCE

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play music for opening at 4:15 PM

6:00–7:00 PM: DINNER

7:00–10:20 PM: INCLUSIVE LEADERSHIP

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play music for opening at 7:00 PM
- At 7:00 PM have cultural lens material ready
- During the break at 8:15 PM, set up the “A Class Divided” DVD. At 8:25 PM the Facilitator will begin the segment which uses the “A Class Divided” video.

ANNOUNCEMENTS (best done before reflection)

- LeaderShape pictures will be taken tomorrow (if applicable)
- Please pick up your t-shirt tonight and wear it ALL DAY tomorrow (if applicable)
- Guest Leader hosts need to meet with OSC tomorrow at 1:45 PM in LC
- Movie will be shown tonight at 10:20 PM (if you have movies to show)

10:20 PM: FACULTY MEETING

- Set out water/soda/snacks/ice for the faculty
- Distribute t-shirts to participants (if applicable)

10:30 PM: MOVIE AND SNACKS (optional)

AFTER THE FACULTY MEETING...

- Put away all extra shirts (if applicable)
- Confirm chair arrangement with the Lead Facilitators
- Straighten Learning Community and arrange chairs
- Cut pieces of paper for mailboxes (if needed)
- Prepare Day 3 box and place it in the Learning Community
- Make sure you have Guest Leader bios for forum tomorrow evening (check with Program Coordinator)

DAY THREE: Challenging What Is, Looking to What Could Be

7:45 AM: BREAKFAST

- Cue Day 3 PowerPoint slides for Lead Facilitators
- Have 2 index cards for each participant (in Day 3 box)
- Set out "Power of One" DVD. If you have difficulty viewing the video, it can be found on YouTube. Search "Power of One" to find the video.
- Set out MLK "I Have a Dream" DVD.

8:30–8:40 AM: FAMILY CLUSTER INSPIRATION

(Name of Family Cluster doing inspiration: _____)

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 8:30 AM
- Set water in the Learning Community for the Lead Facilitators

8:40–9:20 AM: BALLOON CASTLES

- Help distribute 2 index cards to each participant for feedback
- Assist faculty in the collection of feedback cards; give to the Lead Facilitators during break
- Pass out materials: 100 balloons and 1 roll of tape per cluster
- Clean up and rearrange room/chairs when activity is over
- Have garbage bag and broom ready to clean up balloons



9:20–9:30 AM: BREAK

9:30–10:10 AM: VISION EXPLORATION

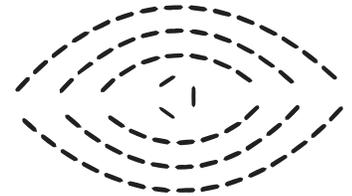
- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play music for opening at 9:30 AM
- Play “Power of One” video (play entire video) at 9:30 AM
- Play MLK “I Have a Dream” video (pay attention to where Leads are in the faculty manual. Play for approximately 6 minutes.)

10:00–10:15 AM: BREAK

10:15–11:10 AM: CRYSTALLIZING INTENT

(Family Cluster Time)

- Rearrange chairs in the Learning Community into set up for fishbowl (see diagram on the right): Three chairs are placed in the center of the room in a small triangle, facing one another so that once seated, participants in these chairs would be knee-to-knee for a conversation. The remaining chairs are arranged around these three chairs in concentric arcs on both sides with narrow aisles to get to the center chairs (see diagram). Care should be taken so there are exactly enough chairs to accommodate the participants and faculty, and they are staggered slightly so everyone has a clear view of the center chairs. Be sure to leave aisle room for participants with disabilities as needed.
- Have bungee cord handy for Lead Facilitators
- Have 4 pieces of flipchart paper and markers prepared



11:15 AM–Noon: BUILDING COMMUNITY THROUGH VISION SHARING

- Help pass out flipchart paper and markers
- Finalize any picture-taking preparations (if applicable)
- Helpful hints for working with the photographer
 - Participants should tuck nametags into shirts, or remove them
 - Line up tallest to shortest (excluding faculty team members)
 - Announce order that cluster photos and other group photos will be taken in
 - Fill out any paperwork that the photographer needs from you
- ANNOUNCEMENTS** (before the group is dismissed)
 - Need to meet with Guest Leader hosts in Learning Community at 1:45 PM



Noon–2:00 PM: LUNCH/BREAK

- Set out VidereSM materials for Lead Facilitators (conduct outside if weather permits)
- Remind facility staff to set up for Guest Leader Forum after 5:00 PM (if needed)

1:45 PM: MEETING WITH GUEST LEADER HOSTS

- Meet with Guest Leader hosts at 1:45 PM in Learning Community
 - Pair up hosts with Guest Leaders

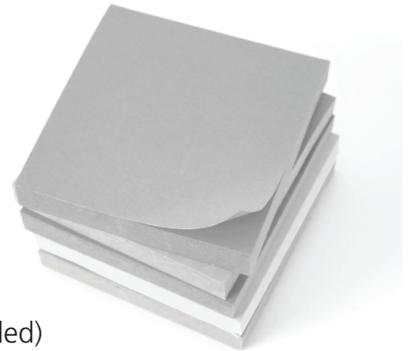
- Tell hosts when and where they need to meet their Guest Leaders
- Hosts will show Guest Leaders around conference facility, explain LeaderShape and events of the week, tell them about the Tomorrow's Headlines, sit with them at dinner, and introduce the Guest Leaders to other participants
- Provide each host with a LeaderShape note card and make sure that they write a thank-you note to their Guest Leader
- Hosts should get gifts for guests from OSC before forum (if you have gifts)

2:00–2:50 PM: CHAOS AND CHANGE

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play music for opening at 2:00 PM
- Set water in the Learning Community for Lead Facilitators
- Be prepared to assist with VidereSM interventions (as needed)
- Straighten Learning Community if you have time and VidereSM is outside
- Set up extra space (e.g., chalkboards/whiteboards) for Tomorrow's Headlines (if needed)

3:00–4:00 PM: VISION REFINEMENT

- Play "Power of One" video again (play entire video)
- Have flipchart paper and markers available for all participants
- Have Post-It notes (or cut pieces of paper and tape) ready for Tomorrow's Headlines
- Check to see if the Co-Lead Facilitators need anything from you
- Refill paper for mailboxes (if needed)
- Have tape ready for participants to hang headlines (if needed)



4:00–4:15 PM: BREAK

4:15–5:00 PM: TOMORROW'S HEADLINES

- Play reflection music during Tomorrow's Headlines
- Make any announcements regarding Guest Leader Forum (if needed)
- Have gifts ready for Guest Leaders (if you have gifts for them)
- Make sure that hosts are aware of when Guest Leaders are arriving

5:00–6:00 PM: FREE TIME

- Tidy area where Tomorrow's Headlines was held
- Cut paper for mailboxes (if needed)
- Place Guest Leader bios on chairs in the Learning Community

6:00–7:00 PM: DINNER WITH GUEST LEADERS

7:00–9:00 PM: GUEST LEADER FORUM AND RECEPTION

(Name of Family Cluster doing inspiration: _____)

- Check on food for the reception
- Be sure that participants have thank-you card/gifts for Guest Leaders
- Provide water for each Guest Leader

9:00 PM: FACULTY MEETING

- Set out water/soda/snacks for the faculty
- Inform Cluster Facilitators that their Earthquake™ materials will be set up in their Cluster rooms by 10:00 AM on Day 4

AFTER THE FACULTY MEETING...

- Straighten the Learning Community
 - Confirm chair arrangement with the Lead Facilitators
 - Prepare Day 4 box and place in Learning Community
- Prepare Earthquake™ flipcharts and booklets for Family Clusters
- Begin working on Cluster Facilitator and Lead Facilitator gifts (if applicable)
- Hang long roll of banner paper in the Learning Community for participants to write on in the morning activity

DAY FOUR: Bringing Vision to Reality

7:45 AM: BREAKFAST

- Cue Day 4 PowerPoint slides for Lead Facilitators
- Make sure "Attitude: Radiating Possibility" video is ready to play during the 8:30 AM session
- Hang banner paper or flipchart paper in Learning Community for morning session

8:30–8:40 AM: INSPIRATION

(Name of Family Cluster doing inspiration: _____)

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 8:30 AM
- Make sure Family Clusters have Earthquake™ materials by 10:00 AM

8:40–9:15 AM: THE ART OF POSSIBILITY

- Play "Attitude: Radiating Possibility" (play the entire video)

9:15–9:45 AM: RELATIONSHIP NETWORKS

- Have 5 relationship signs ready for Leads

9:45–10:00 AM: BREAK

10:00 AM–Noon: GROUP DECISION MAKING

(Family Cluster Time)

- Clean Learning Community and arrange chairs (ask Co-Leads)
- Cut extra paper for mailbox notes (if needed)

Noon–1:00 PM: LUNCH/FREE TIME

1:00–1:30 PM: SETTING GOALS FOR RESULTS

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 1:00 PM
- Make sure afternoon PowerPoint slides are ready for Leads

1:35–3:00 PM: PUTTING IT ALL TOGETHER (Family Cluster Time)

3:00–3:30 PM: BREAK

3:30–4:00 PM: ACTION PLANNING

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 3:30 PM
- Have Breakthrough Blueprints ready to distribute to participants

4:00–5:00 PM: COACHING, BREAKTHROUGH BLUEPRINT, RECHARGE

5:00–6:00 PM: BREAK

- Use this time to set up for StarPower™
- Set up two areas for the simulation if there are more than 35 participants
- Here are some other helpful hints in setting up the StarPower™ simulation:
 - Set up 3 circles with an equal number of chairs in 2 areas
 - Use a whiteboard and Post-It notes for easier score keeping
 - Tape StarPower™ posters (scoring and trading) to the wall but roll them up so that participants cannot see them until you unroll the posters
 - Reference your faculty manual and use the Leads for extra help in setting up the simulation
 - The trading rules are printed on the last 2 pages of The LeaderShape flipchart
- NEVER refer to StarPower™ as a game!
- If you have questions about StarPower™ refer to page 142 or talk with the Lead Facilitators

6:00–7:00 PM: DINNER



7:00–9:05 PM: DYNAMICS OF POWER AND INFLUENCE

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 7:00 PM
- Make sure rules are unrolled
- Have a sheet of flip-chart paper with 1–2 markers and scrap paper/pens ready for StarPower™ round 3
- Assist during simulation where needed (ask Leads)

**9:05–10:00 PM: STARPOWER™ DEBRIEF
(Family Cluster Time)**

- Clean up after StarPower™
- Set up fun evening activity for participants (if you have one)

10:00 PM: FACULTY MEETING

- Set out water/soda/snacks/ice for the faculty

AFTER THE FACULTY MEETING...

- Straighten Learning Community and arrange chairs
 - Confirm chair arrangement with the Lead Facilitators
- Prepare one paper t-shirt and clothespin for each participant and facilitator, to be set in each Family Cluster room on Day 5
- Prepare Day 5 box and place in the Learning Community
- Cut pieces of paper for mailboxes (if needed)

DAY FIVE: Living and Leading with Integrity

7:45 AM BREAKFAST

- Cue Day 5 PowerPoint slides for Lead Facilitators

8:30–8:40 AM: INSPIRATION

(Name of Family Cluster doing inspiration: _____)

- Check with Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 8:30 AM

8:30–9:05 AM: WHO DO YOU WANT TO BE?

- Distribute paper t-shirts and clothespins to Family Cluster rooms for 9:15 AM Family Cluster meeting

9:15–10:05 AM: COMMITMENT

(Family Cluster Time)

- Cut pieces of paper for mailboxes (if needed)
- Make sure 4 integrity continuum signs are ready
- Hang clothesline in Learning Community; be sure to hang it in a space that does not interfere with movement in the room

10:15–11:15 AM: CONGRUENCE AND COMPLEXITY

- ANNOUNCEMENTS** (before lunch)
 - Banner paper and markers will be (location determined by OSC) for participants to make a “Thank You” sign for conference facility staff during the afternoon break (optional)
 - Plans for departure on the morning of Day 6
 - Clean Cluster rooms tonight!

Noon–1:00 PM: LUNCH

- Cue "New Heroes" DVD, play Episode 2: Technology of Freedom, clip #2
- Have Pair and Share cards, 1 for each participant
- Have "I am LeaderShape" business cards ready for Lead Facilitators
- Straighten and set up Learning Community and arrange chairs
 - Confirm chair arrangement with the Co-Lead Facilitators
- Create a flipchart for Burning Issues/Vision Network topics
 - Blocks of time (see below)
 - Have participants write topics in time slots
 - Different topics and locations for each time slot (see below)

TOPIC	3:10–3:35 PM	3:35–4:00 PM
-------	--------------	--------------

1		
2		
3		
4		
5		
6		



1:00–3:00 PM: LIVING AND LEADING WITH INTEGRITY

- Check with the Co-Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 1:00 PM
- Play "New Heroes" DVD at 1:15 PM, Episode 2: Technology of Freedom, clip #2, "Dr. V. and David Green"
- Distribute Pair and Share cards at 2:00 PM
- Have "I am LeaderShape" cards ready for 2:55 PM
- Collect Breakthrough Blueprints as participants break for burning issues (leave white copy with participants and take yellow copy)

3:05–4:10 PM: BURNING ISSUES AND VISION NETWORKS

4:10–6:00 PM: FREE TIME

4:15–5:00 PM: FACULTY MEETING

5:00–6:00 PM: BREAK

- Post LeaderShape Revue schedule in a visible location
- Straighten Learning Community
- Prepare Commencement folders for Day 6—insert photos
- Work on faculty gifts (if applicable)
- Clean the Faculty Room
- Place the Elements of Leadership slips in basket for Day Six skit drawing

6:00–7:00 PM: DINNER

7:00–8:00 PM: PREPARING TO STAY IN ACTION

- Check with Leads to make sure they are ready to start!
- Play music for opening at 7:00 PM
- Remind participants to take paper t-shirts if they would like to keep them
- Set our banner paper and ask participants to make a thank-you banner for conference faculty staff (optional)
- Have clusters draw for LeaderShape skit time slots

**8:00–11:00 PM: FAMILY CLUSTER WRAP-UP
(Family Cluster Time)**

- Straighten the Learning Community and arrange chairs
 - Confirm chair arrangement with the Lead Facilitators
- Prepare Day 6 box and place in the Learning Community
- Finish faculty gifts (these vary, so ask Program Coordinator)
- Write faculty thank-you notes (if applicable)
- Sort Commencement folders into Clusters
 - Rubber band and put a sticky note with facilitator’s name on top

DAY SIX: Staying in Action

7:45 AM: BREAKFAST

- Cue Day 6 PowerPoint slides for Lead Facilitators
- Check with the Lead Facilitators on music for Commencement
- Have 1/4 sheets of paper for celebration ready
- Hang “Thank You” banner for conference faculty staff (optional)

8:30–8:40 AM: FAMILY CLUSTER INSPIRATION

(Name of Family Cluster doing inspiration: _____)

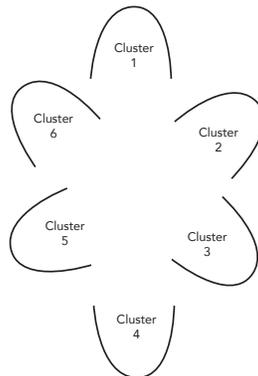
- Check with the Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 8:30 AM

8:40–10:25 AM: STAYING IN ACTION

- Distribute Staying in Action Guide to participants and faculty at 9:00 AM
- Distribute and collect Cluster Facilitator evaluations and participant evaluations

10:25–10:35 AM: BREAK

- Set up Learning Community for Commencement ceremony according to this diagram:



- Place Commencement programs on each seat
- Have Commencement folders and gifts nearby
- Have glass pebbles ready to be handed out during the commencement ceremony
- Remind participants that they must check out of their rooms and turn in their keys (if applicable)

10:35-11:30 AM: INSPIRATION/COMMENCEMENT CEREMONY

- Check with Lead Facilitators to make sure they are ready to start!
- Play loud music for opening at 10:15 AM
- Help distribute glass pebbles (if needed)
- Distribute 1/4 sheets of paper to participants and faculty at 11:10 AM

11:30 AM-Noon: DEPARTURE

- Pass out box lunches (if applicable)
- Assist participants and faculty with departure plans
- Remind participants not to forget their manuals or their mailboxes
- Make sure that nothing is left behind!

AFTER THE SESSION IS OVER...

- Look around and collect any belongings that have been forgotten
- Clean up the conference site
- Check to make sure Cluster rooms are tidy and nothing was left behind
- Clean Faculty Room, empty cooler, pack up remaining snacks
- Organize and pack up remaining supplies
- Take down all LeaderShape banners and roll them up
- Make sure you return all supplies back to LeaderShape according to the packing list!
- Make sure that Cluster Facilitator evaluations and participant evaluations are sealed and returned in the envelope provided ASAP!

