



HOSTING A WORKSHOP

Thank you for your interest in hosting The Respect For All Project. Our fully funded, organized and staffed 3-hour programs provide a structured environment for educational and youth service professionals to discuss making communities more welcoming for all children and families.

In thinking about hosting a workshop at your museum, please consider the following needs:

- Space - Each workshop is typically attended by 30-80 people. Does your museum have a room that can seat this many people comfortably? Will participants have easy access to restrooms and food that may be offered?
- Electricity and Equipment - Workshops require an ability to screen a movie for the entire audience. Does your meeting room have easy access to electrical outlets? Is there a projection screen available for use by our trained facilitators?
- Staff - Does your museum have a person that can act as a liaison to coordinate shipping, logistics, and food with The Respect For All Project?
- Community -- A successful workshop is supported and advertised by various community groups. Does your museum's community desire a discussion about bullying and/or family diversity?
- Timing - Workshops usually take place during two subsequent weekday evenings and require minimal preparation and clean up. Would your meeting room be accessible from 3:00-9:00pm on the dates of the workshops?



Finally, please ensure that your museum can fulfill the responsibilities and timeline

TASK	RFAP IS RESPONSIBLE FOR:	MUSEUM IS RESPONSIBLE FOR:	TIMELINE
Initial Planning	Send Museum Orientation Packet	Review Contents of Packet	4-5 months prior to workshop
Phone Conference	Schedule Call	Participate in Call	4-5 months prior
Event Confirmation	---	Confirm Dates and Times for Both Workshops	3-4 months prior
Agreement	Write and Sign Contract	Sign and Return Contract	3-4 months prior
Preliminary Outreach	Coordinate Partnerships and Sponsorships	Identify Potential Partners and Invitees	3 months prior
	Create Invitation Flyers	Send Museum Logo and Approve Flyer	2 months prior
	Send E-Mail Invitations	---	1-2 months prior
Hospitality & Childcare	Hire Caterer and Childcare	Provide Contact Information for Possible Caterer and Childcare	1 month prior
Logistics	Detail Logistical Needs	Confirm Logistical Needs	2 weeks prior
Shipping	Ship Workshop Materials	Receive and Store Materials	1 week prior
Final Conference Call	Schedule Conference Call	Participate in Conference Call	1 week prior
Debrief	Schedule 30 Minute Debriefing Call	Partipate in 30 Minute Debriefing Call	2 weeks after

For more information, please contact:
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