

## WATC DOCUMENT PRINTING INSTRUCTIONS



# of Staff: \_\_\_\_\_ # of Attendees: \_\_\_\_\_ # of Small Groups: \_\_\_\_\_

<b>ATTENDEE FOLDERS (print enough for each attendee plus one extra)</b>	
<b>DOCUMENT NAME</b>	<b>INSTRUCTIONS</b>
TCMG Attendee Evaluation	Two-sided (L-1st)
Couples at the Cross Brochure	Get from Events Coordinator, left side (L- behind evals)
Alumni Weekend Brochures	Get from Events Coordinator, left side (L - behind evals)
TCMG Upcoming Week Events	Get from Events Coordinator, right side (R-1st)
TCMG Donation Opportunities	One page, right side (R-2nd)
R Group Follow Up	Get from Weekend Leader, (R-3rd)
Summary of Weekend Notes	Two-sided, 7 pages, staple (R-4th)
TCMG Transformational Journey	Two-sided (R-5th )
Expansions and Contractions	One page (R-6th)
TCMG The Safety Dance	Two-sided (R-7th)

<b>OTHER DOCUMENTS</b>	
<b>DOCUMENT NAME</b>	<b>INSTRUCTIONS</b>
TCMG Staff Evaluation	One per Staff; double-sided
TCMG Three Selves Handout	One per Attendee, plus 5 extra
WATC RW Journaling Questions	One per Attendee, plus 5 extra
WATC Shame Handout	One per Attendee; one per SGL; give to Shame Talk Speaker
Weekend at a Glance (WAAG)	10 total; print last minute; give to Weekend Leader for Staff
Registration Spreadsheet	Print two; one for Registration Table; one for WL [WL may print] [Include emergency contact/numbers and any health/dietary concerns]
Waitlist	Print one; give to Weekend Leader [WL may print]
WATC Attendee Agreements	Print 40; replenish document box
Tea Bag Card	On cardstock
WATC Interest Sign Up Doc	Print one; give to the Regional Coordinator
T-shirt donation info	Print one; give to Yellow Team Leader
Training program interest sheet	Print one; give to Regional Coordinator

**Contact Events Coordinator for questions:**

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