

WEEKEND LEADER CHECKLIST

PRE-WEEKEND

16 WEEKS OUT - Weekend Leader

- Confirm with the Event Coordinator that the invitation to Staff has been sent.
- Develop a list of potential leaders for the Leadership Team. Work with the Regional Coordinator, AWL, and Staff Coordinator to develop this list.
- Schedule the 1st Staff Meetings and Leadership Team Meetings and communicate those to the Event Coordinator for any Zoom scheduling:
 - Set the 1st Staff Meeting time and location. Both the In-person and out-of-town Zoom Staff Meetings should be scheduled 7 weeks out.
 - Set pre-weekend Leadership Team Meetings.
 - Set the post-weekend Leadership Team Debrief Meeting.

15 WEEKS OUT - Weekend Leader

- If not already determined, work with Regional Coordinator to determine who will serve as AWL and Staff Coordinator.
- Meet with the AWL and Staff Coordinator to discuss their job descriptions and timeline for Weekend preparations in person or via conference call.

14 WEEKS OUT - Weekend Leader

- Determine who will serve in the Color Team Lead roles. Discuss potential speakers and small group leaders with the AWL, Staff Coordinator, and Regional Coordinator.
- Send out the "Welcome to the Leadership" email using the template in the Weekend Leader folder.
- Send an email to the Event Coordinator with your entire Leadership Team and request access to the Google Drive for Leadership Team based on role.
- With the AWL and Staff Coordinator, review the demographics of the women who have signed up to Staff. (Remember goals for number of rookies, junior, and senior Staff = $\frac{1}{3}$ each.)
- Schedule a time for completing the Leadership Team assessment with the Leadership Team.
- Schedule 2 or 3 Leadership Team Zoom calls for 30-45 minutes each. Coordinate these times with the Event Coordinator.
- Obtain Job Request Form link from the Event Coordinator.
- Find out the dates for Rock Work training from the Regional Coordinator.

10 WEEKS OUT - Weekend Leader

- Work with the AWL and Staff Coordinator to finalize the Staff.
- Personally call everyone on the Staff waiting list.
- Send out the "Welcome to the Staff" e-mail using the template in the Weekend Leader folder.

- Send “Elder Role” Document to Weekend Elders.
- Share Registration Spreadsheet with the Elders (View Only)
- Contact Green Team Lead to initiate recruiting for 8 week R-Group facilitators.
- Schedule a time to Check in with the Speaker Coordinator; review Job Description with her prior to Week 8

9 WEEKS OUT - Weekend Leader

- Use this week to prepare your heart, soul, mind, and strength for leading the Weekend.
- Read through the Philosophy and Core Values.
- Assign roles for the pre-Weekend Staff meetings to the leaders. See “Pre-Weekend Staff Meetings” document.

8 WEEKS OUT - Weekend Leader

- Work with the AWL and Staff Coordinator to assign Staff jobs.. See the “Assigning Jobs” document.
- Obtain a copy of the “Weekend at a Glance” (WAAG) template for your weekend from the Events Coordinator.
- Note for reference: Keep Regional Coordinator informed of all WAAG Rough Drafts for final approval and support in job assignments.
- Staff Meetings: In conjunction with Staff Coordinator, decide who will lead the five Staff meetings on the Weekend.
- Confirm with Leadership Team that everyone is prepared for the first pre-Weekend Staff meeting. See “Pre-Weekend Staff Meetings” document.
- Check in with AWL, Staff Coordinator, and Speaker Coordinator to support them in their roles.
- Check in with the Elders during the Weekend around what is coming up for them and to alert them to any needs.

7 WEEKS OUT - Weekend Leader

- Continue refining Job Assignments with the AWL and Staff Coordinator.
- Send email to Staff by end of the week (Ideally before the first Staff Meeting):
 - Communicate Job Assignments using the WAAG (if completed)
 - Use the email template to communicate and identify the Color Team Leads and Leadership contact person based on Weekend Leader, AWL, Staff Coordinator, and Color Team Lead roles.
- With the rest of the Leadership Team, lead the 1st In-town Staff meeting.
 - Debrief this meeting with the Leadership Team.
- With the AWL and Staff Coordinator, lead the out-of-town 1st Staff Meeting.
- Meet with the Registration Coordinator to go over their responsibilities.
- Check in with the Speaker Coordinator and Elders as needed.

6 WEEKS OUT - Weekend Leader

- Assign roles for the “Weekend Details” section on Sunday (Weekend Leader/AWL/Staff Coordinator). Occasionally, you might assign a certain detail to someone not on the Leadership Team. For example, the “Funny Story” or talking about donations.
- Start the weekly email check-ins. Send these out on Friday mornings. The Title of the first Staff check-in should be “WATC CO/KY/EC 6 WEEKS OUT Check-In.” See the “Sample Check-Ins” document in your Google Drive folder. Include a recruiting/registration update and inspiration to invite women. [Weekend Leader sends weeks 6,5, and 1 check-ins. Color Team Leads send weeks 4, 3, & 2 Check-Ins”]
- Share Registration Spreadsheet with Registration Coordinator and Call Team [Editor Setting]
- Check in with the Speaker Coordinator and Elders as needed.

5 WEEKS OUT - Weekend Leader

- Check in with the AWL, confirming that she has talked with each Team Leader about their roles and gone through their job descriptions with them.
- Send “WATC CO/KY/EC 5 WEEKS OUT Check-In” Friday morning.
- Email Staff a reminder about Rock Work Training details.
- Email Rock Work Carpet Leader Notes to all Rock Work Leaders.
- Send the Color Team Leads, 4 weeks out check-In.” [They may use yours or write their own.]
- Begin monitoring the Registration Spreadsheet.

4 WEEKS OUT - Weekend Leader

- Check in with Color Team Leads regarding their preparation for their Color Team Zoom call [2nd pre-Weekend Staff meeting.]
- Check in with the AWL regarding their check in with the Color Team Leads. Is everyone on schedule?
- Send the Color Team Leads, “3 weeks out check-In.” [They may use yours or write their own.]
- Work with the AWL and Staff Coordinator to assign one of you to participate in Color Team Zoom calls as a representative of the Leadership Team.
- Check in with Speaker Coordinator and Elders as needed.
- Check in with the Registration Coordinator to make sure she has sent list of Attendees to Elders for Color Team Zoom calls.

3 WEEKS OUT - Weekend Leader

- Check in with the Staff Coordinator regarding her checklist.
- Check in with the AWL regarding her checklist and the Color Team Leads’ checklists. Is everyone on schedule? Any assistance needed?
- Schedule a post-weekend leadership debrief meeting or conference call. Email the details to all Leadership. Weekend Leader, AWL, Staff Coordinator, and DOWATC and/or Regional Coordinator need to be there. All other leadership and Elders are invited but can submit their thoughts via email if they cannot make the call or meeting.
- Send the Color Team Leads, “2 weeks out check-in” [They may use yours or write their own.]

- Check in with the Registration Coordinator to make sure she has sent the transportation form to Attendees.
- Join in and help lead your assigned Color Team Zoom call.
- Monitor the Registration Spreadsheet to familiarize yourself with the Attendees and their needs and to check the progress of the Registration Call Team.
- Work with the Leadership team to plan the Friday morning staff meeting.

2 WEEKS OUT - Weekend Leader

- Check in with the AWL and Staff Coordinator and go over their checklists with them. Is everyone on schedule?
- Work with the AWL, Staff Coordinator, and Green Team Lead to form the Attendee small groups for the Weekend.
- Check in with Green Team Lead around R-Groups and direct her to send R-Group Document to the Document Coordinator.
- Check in with the Document Coordinator around prep and printing of all documents.
- Check in with the Registration Coordinator to make sure she has sent the Weekend Details and Carpool Info to Attendees.
- Continue to monitor the Registration Spreadsheet..
- Check in with the Speaker Coordinator and Elders as needed.
- Finalize assignments for the Friday morning staff meeting.

1 WEEK OUT - Weekend Leader

- Friday morning, send "WATC CO/KY/EC 1 WEEK OUT Check-In."
- If any Staff has dropped, re-assign their jobs with the AWL and Staff Coordinator.
- Check in with the AWL and Staff Coordinator and go over their checklists with them. Is everyone on schedule?
- Work with the AWL and Staff Coordinator to develop Staff Dinner Table and Rock Work groups; make sure these groups are shown on WAAG.
- Finalize any last details for the Friday morning staff meeting.

WEEKEND CHECKLIST

- Oversee all parts of the Weekend, asking yourself “What needs to happen for everyone to thrive in this moment?” Focus on building and maintaining a safe and sacred container for all of the Attendees and Staff.
- Work with AWL and Blue Team Lead to solidify paths for the Opening Ritual.
- Facilitate the Leadership Team meeting on Thursday night or Friday morning at 8am.
- Oversee the Friday Staff meeting and preparations.
- Cast vision during Friday Staff meeting
- Set safety expectations during Friday Staff meeting
- Work with AWL and Green Team Lead to form the Attendee small groups for the Weekend (if not already done, make any changes necessary).
- Lead meetings for the Leadership Team throughout the Weekend.
- Work with the AWL to stay aware of time and keep the Weekend running on time.
- Throughout the Weekend, debrief with other leaders. “What did you like about when Jane did _____? What do you think could have been done differently?”
- Throughout the Weekend, if an Attendee wants to leave or becomes “toxic,” remove them from the group and talk with them one-on-one.
- Lead Weekend Details with AWL and Staff Coordinator
- Throughout the Weekend, mentor staff, especially the AWL and Staff Coordinator.
- Lead the Staff Check-Out at 3pm on Sunday.

POST-WEEKEND CHECKLIST

- Send an email to the Staff thanking them for serving the Attendees.
- After the Weekend debrief with the Leadership Team: What went well? What could have been done better? What did they learn about themselves through serving as a leader? What does their growth from here look like?

ASSISTANT WEEKEND LEADER CHECKLIST

PRE-WEEKEND

16 WEEKS OUT - Assistant Weekend Leader

- Work with the Weekend Leader, Staff Coordinator, and Regional Coordinator to develop a list of potential leaders for the Leadership Team.
- If needed, work with the Weekend Leader and Staff Coordinator to set pre-weekend Staff meeting dates, times, and locations.

15 WEEKS OUT - Assistant Weekend Leader

- Meet with the Weekend Leader and Staff Coordinator to discuss your roles and timeline for Weekend preparations.

14 WEEKS OUT - Assistant Weekend Leader

- Help Weekend Leader finalize who will serve in the Team Leader roles.
- With the Weekend Leader and Staff Coordinator, review the demographics of the women who have signed up to Staff.
- Email each Color Team Lead their job description, and any other documents associated with their roles.

10 WEEKS OUT - Assistant Weekend Leader

- Work with the Weekend Leader and Staff Coordinator to finalize the Staff.
- Schedule a time to meet weekly with each Team Leader (Approx 10-20 minutes each per week or as needed)
- Go over each Color Team Lead Job Descriptions with them prior to Week 8.

9 WEEKS OUT - Assistant Weekend Leader

- Use this week to prepare your heart, soul, mind, and strength for leading the Weekend.
- Read through the Philosophy and Core Values.

8 WEEKS OUT - Assistant Weekend Leader

- Assist the Weekend Leader and Staff Coordinator in assigning jobs.
- Meet with each Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.

7 WEEKS OUT - Assistant Weekend Leader

- Continue refining Job Assignments with Weekend Leader and Staff Coordinator.
- With the rest of the Leadership Team, lead the 1st Staff meeting
 - Lead Integrity and Clearing Round in 1st Staff meeting
- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.

- Check in with the Weekend Leader after you have met with all Color Team Leads.
- With the Weekend Leader and Staff Coordinator, lead the out-of-town 1st staff meeting.

6 WEEKS OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.

5 WEEKS OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.

4 WEEKS OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.
- Work with the Weekend Leader and Staff Coordinator to assign one of you to participate in Color Team Zoom calls as a representative of the Leadership Team.

3 WEEKS OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.
- Join in and help lead your assigned Color Team Zoom call.

2 WEEKS OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.
- Work with Weekend Leader, Staff Coordinator, and Green Team Lead to form the Attendee small groups for the Weekend.

1 WEEK OUT - Assistant Weekend Leader

- Meet with each Color Team Lead to go over the checklists, to mentor, and to support in their roles.
- Check in with the Weekend Leader after you have met with all Color Team Leads.
- Assist the Weekend Leader and Staff Coordinator to develop Staff Dinner Table and Rock Work groups.

WEEKEND CHECKLIST

- Lead the Integrity and Clearing Rounds for Friday Staff meeting.
- Shadow the Weekend Leader for training throughout the weekend.
- Oversee Inside Setup throughout the weekend.
- Work with Weekend Leader and the Blue Team Lead to solidify paths for Friday Opening Ritual/Greeting.
- Document any errors or changes that you find in the documents.
- Check in with each Team Lead to ensure that they are solid in their roles, to mentor, and to give support.
- Keep the Weekend on track schedule-wise.
- Lead Weekend Details with Weekend Leader and Staff Coordinator.

POST-WEEKEND CHECKLIST

- Follow up with each Team Lead to give feedback and get feedback about the Weekend, including details and their own personal experience.
- Document any changes or errors that you noted in the documents and pass onto the Event Coordinator.
- Attend Post-Weekend debrief call.
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STAFF COORDINATOR CHECKLIST

PRE-WEEKEND

16 WEEKS OUT - Staff Coordinator

- Work with the Weekend Leader, Assistant Weekend Leader, and Regional Coordinator to develop a list of potential leaders for the Leadership Team.
- If needed, work with the Weekend Leader and Staff Coordinator to set pre-weekend Staff meeting dates, times and locations.

15 WEEKS OUT - Staff Coordinator

- Meet with the Weekend Leader and Assistant Weekend Leader to discuss roles and timeline for Weekend preparations.

14 WEEKS OUT - Staff Coordinator

- With the Weekend Leader and Assistant Weekend Leader, review the demographics of the women who have signed up to Staff.
- Work with the Weekend Leader to recruit additional staff to fill gaps in the areas of age, personal maturity, enthusiasm, experience.

10 WEEKS OUT - Staff Coordinator

- Work with Weekend Leader and Assistant Weekend Leader to finalize the Staff.

9 WEEKS OUT - Staff Coordinator

- Use this week to prepare your heart, soul, mind, and strength for leading the Weekend.
- Read through the Philosophy and Core Values.
- Give Event Coordinator the number of First Time Staff so she knows how many Staff Beloved Pendants to order.

8 WEEKS OUT - Staff Coordinator

- Assist the Weekend Leader and Assistant Weekend Leader in assigning jobs.
- Staff Meetings: In conjunction with Weekend Leader, decide who will lead the five Staff meetings on the Weekend.
- Check in with the Weekend Leader as needed re: any staff concerns.

7 WEEKS OUT - Staff Coordinator

- Continue refining Job Assignments with Weekend Leader and Assistant Weekend Leader.
- With the rest of the Leadership Team, lead the 1st Staff meeting
- Keep list of women who will be staying on Thursday night. This is site specific and availability should be confirmed for each host location. Also note whether Thursday dinner or Friday breakfast is included with a Thursday night stay. Historically, Thursday night lodging has only been available for East Coast locations.
- Get staff travel google form from event coordinator and send out to all out of town staffers.
- With the Assistant Weekend Leader and Staff Coordinator, lead the out-of-town 1st staff meeting.

6 WEEKS OUT - Staff Coordinator

- Check in with the Weekend Leader as needed re: any staff concerns.

5 WEEKS OUT - Staff Coordinator

- Contact each Staff Meeting leader to go over content and expectations of meeting.
- Make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- Create a staff contact list with Name/Phone/Email and send to the Staff along with Optional photo directory..
- OPTIONAL: Create a photo directory Organized by Color Team of the women. Collect photos from 6 WEEKS OUT check-in. Email this in addition to the contact list.

4 WEEKS OUT - Staff Coordinator

- Follow up with Staff who have not completed the Google Travel Form to see when they will be flying in to see if they need transportation and/or bedding (if applicable)
- Find Staff volunteer(s) to provide transportation from/to airport if needed (One pick up after 4pm on Thursday and one drop off on Sunday after the Weekend).
- Send out Staff Broken and Beloved documents to Color Team Elders.
- Work with Weekend Leader and Assistant Weekend Leader to assign one of you to participate in Color Team Zoom calls as a representative of the Leadership Team.

3 WEEKS OUT - Staff Coordinator

- Continue to make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- Beginning of the week, send an email (BCC) to entire Staff asking for requests/feedback of who should or should not be together in a small group or on rock work carpets (this should include any staff requests). Assign a deadline of the end of week to reply.
- Join in and help lead your assigned Color Team Zoom call.

2 WEEKS OUT - Staff Coordinator

- Continue to make phone contact with each First Time Staffer to ensure understanding of their jobs and to make sure they feel supported and seen.
- If needed, work with Weekend Leader and Assistant Weekend Leader to form Small Groups.
- Check in with Color Team Elders to verify they received the Broken and Beloved document and are aware they are leading the process.

1 WEEK OUT - Staff Coordinator

- Email Staff the Weekend details email, see template
- Assist the Weekend Leader and Assistant Weekend Leader to develop Staff Dinner Table and Rock Work groups.

WEEKEND CHECKLIST

- Make sure each staff member has a name tag and set expectations for wearing them all Weekend.
- Lead Friday afternoon staff meeting (during group building).
- Oversee the Staff meetings.
- Be aware of Staff energy and engagement and address any issues that arise.
- Pay attention to any safety concerns - physical, spiritual and emotional.
- Check in with Elders throughout the Weekend around intentionality, awareness of issues among the staff, safety, etc.
- Hand out and collect Staff Evaluations on Sunday during “weekend details” talk.
- Be sure the attendee folders and tea bags are available before the “weekend details” talk.
- Get contact information for site employee.
- Address any facility needs or issues with the site employee.
- Lead Weekend Details with Weekend Leader and Assistant Weekend Leader.
- Lead debrief/check-in with remaining staff during Sunday’s Staff Meeting.
- Ensure that all clean up responsibilities are completed to the site’s requirement (Actually better. Leave the facility better than when we arrived.)

POST-WEEKEND CHECKLIST

- Attend Post-Weekend debrief call.