



## SPEAKER COORDINATOR CHECKLIST

### PRE-WEEKEND

#### 10 WEEKS OUT - Speaker Coordinator

- Read through the Philosophy and Core Values
- Read through Speaker Coordinator Job Description

#### 9 WEEKS OUT - Speaker Coordinator

- 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 - Speaker Coordinator

- Familiarize yourself with the audio and video files for talks on the website

#### 7 WEEKS OUT - Speaker Coordinator

- With the rest of the Leadership Team, lead the first Staff meeting
- Debrief this meeting with the Leadership Team

#### 6 WEEKS OUT - Speaker Coordinator

- Once the jobs list is finalized and sent out, meet with the other Speaker Coordinator to divvy up speaking roles

#### Friday

- \_\_\_\_\_ Incense -- Talks
- \_\_\_\_\_ Elder -- Talks
- \_\_\_\_\_ Threshold -- Talks
- \_\_\_\_\_ Opening Context Part I -- Talks

- \_\_\_\_\_ Opening context Part II -- Talks
- \_\_\_\_\_ Check in Round 1 -- Talks
- \_\_\_\_\_ Ground Rules check in -- Talks
- \_\_\_\_\_ What brings you here check in -- Talks
- \_\_\_\_\_ Group Building -- Yellow Team
- \_\_\_\_\_ Dinner Table -- Blue Team
- \_\_\_\_\_ False Self Talk -- Talks
- \_\_\_\_\_ More Rocks -- Talks (Transitions)
- \_\_\_\_\_ Three Selves -- Talks
- \_\_\_\_\_ Fear -- Talks

### **Saturday**

- \_\_\_\_\_ Intro to Worship Saturday morning -- Talks (Transitions)
- \_\_\_\_\_ Saturday morning Check in -- Talks
- \_\_\_\_\_ Emotions recap/vessel -- talks
- \_\_\_\_\_ Anger -- Talks
- \_\_\_\_\_ Shame -- Talks
- \_\_\_\_\_ Transition after Shame to Journaling -- Talks
- \_\_\_\_\_ Refocus attendees/presencing outside -- Staff Manual
- \_\_\_\_\_ Staff Rock Work ready time -- Talks
- \_\_\_\_\_ Rock Work Ready -- Talks
- \_\_\_\_\_ Transition to Worship -- Talks (Transitions)
- \_\_\_\_\_ Transition to Shame exercise -- Staff Manual
- \_\_\_\_\_ Presencing -- Staff Manual
- \_\_\_\_\_ Surrender to Love -- Talks
- \_\_\_\_\_ Walking in the Light -- Talks
- \_\_\_\_\_ Visualization -- Talks

- \_\_\_\_\_ Body Movement -- Talks

### **Sunday**

- \_\_\_\_\_ Transition to Worship -- Talks (Transitions) (Transitions)
  - \_\_\_\_\_ Check In -- Talks
  - \_\_\_\_\_ Transition to Receiving -- Talks
  - \_\_\_\_\_ Footwashing -- Talks
  - \_\_\_\_\_ Broken -- Talks
  - \_\_\_\_\_ Beloved -- Talks
  - \_\_\_\_\_ Blessing/Image of Christ -- Talks
  - \_\_\_\_\_ Taking the Weekend Home -- Talks
  - \_\_\_\_\_ Weekend Details -- Talks
  - \_\_\_\_\_ Truth on Bags -- Talks (Transitions)
  - \_\_\_\_\_ I Am Ceremony -- Staff Manual
  - \_\_\_\_\_ Closing Context (Same person as Opening Context 1) -- Talks
  - \_\_\_\_\_ Final Check out -- Staff Manual
  - \_\_\_\_\_ Closing Ritual -- Staff Manual
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- Email speaking documents to each woman who has a speaking role. Schedule a time (two or more times for Talks) to meet with each woman who has a speaking part (Give them time to familiarize themselves with their parts)
  - Email FS/BS/TS Model the talks (CC the speakers on this email). Let them know their parts are outlined in the talk and that they will have a time to practice during the Friday Staff Meeting.
  - Email black cloth model for shame
  - Email fear model the documents and CC the speakers and address who is prepping the model
  - Email shame model the documents and CC the speakers and address who is prepping the model

### **5 WEEKS OUT - Speaker Coordinator**

- Continue to meet with speakers

#### **4 WEEKS OUT - Speaker Coordinator**

- Continue to meet with speakers

#### **3 WEEKS OUT - Speaker Coordinator**

- Continue to meet with speakers
- With the rest of the Leadership Team, lead the Second Staff meeting
- Debrief this meeting with the Leadership Team

#### **2 WEEKS OUT - Speaker Coordinator**

- Email all women assigned to you to see if they need any support
- Continue to meet with speakers if necessary

#### **1 WEEK OUT - Speaker Coordinator**

- Respond to any requests for support
- Follow up with any woman who needed more time to prepare
- Print “Speaker Feedback” form for each speaking role

#### **WEEKEND CHECKLIST**

- Friday Staff Meeting - During breakout time, pull the Black Cloth Model, Shame Model, and Shame Speaker out to rehearse; pull the Three Selves Model and Speaker out to rehearse; pull the Fear Model and Speaker to rehearse; pull out the Dinner Table Model and Speaker to rehearse
- Lead a session with the Opening Ritual Speakers to ensure they know the tone and energy of their lines during the first 10 minutes of the Opening Ritual run-through on Friday
- Check in with each woman prior to their speaking role to see if they have any questions and if they need any support
- Be available for any questions throughout the weekend
- Stay present in room during talks and give signals for volume, energy and timing as needed
- Fill out the “Speaker Feedback” form for each speaker
- Either offer feedback directly after their speaking if schedule allows or set time to follow up after the weekend; save any potentially negative conversations until after the weekend

## **POST-WEEKEND CHECKLIST**

- Follow up with speakers who you weren't able to connect with on the weekend to go through the "Speaker Feedback" form with each woman
- Meet with Leadership Team to debrief