

GA Planning - General Elements and Tasks

Identify GA Planning Team

- How it will function re meetings and delegation of task areas
- Determine leadership/point person/chair

Communications

- Framing the meeting – Theme?
- Invitation and encouragement to attend
- Gumbo communications from planners – Friday news – Grail listserv etc.

Registration – [Staff responsibility](#)

- Registration form:
- Determine Room/Board Costs and Program Costs
- Request for solidarity contributions

Agenda Development

- Primary Content areas
- Identify responsible entity or group bringing forward
- Framework for each session re who, what, how and goal for each session
- decision making or collective thinking

[Technology for all members to participate](#)

GA Prep re materials to be sent prior to meeting re: content material, proposals, what to bring, etc.

Facilitation Plan

Ambience – meeting room, dining hall, central focal table, etc.

Ritual/ Spirituality i.e. soul moments, agape, other ritual options, grace, meditation

If Agape:

Menu – if special needs coordination with kitchen staff

e.g. salads, beautiful bread, antipasta plate, cookies, fruit, chocolate

Music? Mic/equipment? choir? song sheets?

Setting up – tables? Cloth? Flowers?

Wine glasses

What's on table

Volunteers to set table, servers, clean up, etc.

Program? Paper? Printing?

Opening session/ritual

Closing session/ritual

Welcoming ceremony for new members

Music/Singing

- Identify someone to coordinate, prepare music choices to build community, reinforce theme, continue member familiarity with common music
- Will there be a choir for the GA?

Bistro

- Volunteer(s) get supplies, set up, close down each night and collect money
- Talent show/Party

Notetakers:

- Recruit volunteers
- Assure laptops available
- Determine format and strategy for notetaking

Technology/Meeting Supplies

- Microphones, speakers, CD player/ipod speaker,
- Printer access?
- Easels, newsprint, markers, tape, stapler, paper, etc.

Practicals:

- a. Registration//Packets
- b. Transportation from airport
- c. Room assignments
- d. Coffee break/Snack times
- e. Furniture facilitators (room set up for each session)
- f. Technology – audio, projection, screens, etc.
- g. Health Care Support- identify someone to go to if there is a health need, crisis, need for meds etc.

Final Report: documents discussion and any decisions/directions decided or referred for decision to Council plus sharing other aspects of the meeting (rituals, pictures, new member ceremony, etc.)
– identify Volunteer(s)

Photography

Volunteer Coordinator at Meeting

Posts and keeps track of Sign- up Sheet for tasks needed e.g. Party, Agape set up, Furniture movers, Closing Ritual, Bistro

Evaluation – form in registration packet, collection and collation