

Guidelines for Calling, Inviting, and Supporting an Art of Hosting

September 2010

5-9 Months Prior – Imagining, Calling

Feeling the birthing time of an idea. A caller has felt a need in an organization or community and wants to do something about it.

- Respond to interest of callers
- Listen for clarity of need and purpose

4-7 Months Prior – Forming, Inviting

The need here is to clarify the team that feels passion and responsibility about the question and purpose. This is a team to help create these key questions together. These are people to jointly hold the energy. These are people who can help take care of logistics together. These are people who want to help. The work needed is to listen together to deepen into purpose. Teams are formed based on a Margaret Wheatley principle – depend on diversity.

There should be 2-4 AoH Pattern Keepers on this team, depending on the number of participants. It is also good to have 2-3 Experience Cohosts, people who use participative leadership practices in their day to day work. There may also be 1-2 Apprentices. Typically, Experienced Cohosts and Apprentices take point position for local logistics. Occasionally, Cohosts are paid after the Pattern Keepers have been assured an agreed amount. Typically, Apprentices are not paid.

- Clarify hosting team (4-8)
 - 2-4 Pattern Keepers
 - 3-6 CoHosts / Callers
 - 1-2 Apprentices
 - Begin field of hosting team with call to listen for need, purpose, specific theme, and harvest intention together
 - Set economic intent; create and share budget spreadsheet
 - Secure place (a room for a circle, a room for world café tables (or part of a larger room), breakout spaces; accessible, residential for 20-60 people, healthy food, ideally a place that shares a sense of the purpose of the gathering, in nature if possible)
 - \$300 - 350 expense per person for meals and accommodations
 - assure that we have paperwork for tax exempt status
 - arrange for early stay for design team if appropriate
 - arrange and review contract for payment flexibility, cancellation, etc.
 - pay deposit

- Create and Host Invitation

This is not a check-list item. It is something that needs to be well thought out, including who will come, who will gather around the question that is being asked, and what is the core question so that people are invited into purpose. Think of invitation as an ongoing process of connection to participants and purpose.

- consider template from Berkana
- see Berkana support on website (post dates and location as soon as confirmed; set up registration and payment site; post pdf invitation; set up information page
- see Berkana support on marketing (post to AoH site; put in enews, send to host team networks; post on AoH listserve, WC site, regional networks)
- make sure that person to contact for non-registrar info is clear, including scholarships

2-4 Months Prior

- Hosting team meets monthly to update registration, explore added invites, build field (Berkana provides registration update every two weeks)
- Checkin with hosting site for any of their further logistic needs
- see Berkana support on marketing ("AoH Coming to Your Region" to surrounding region; WLRT to AoH if tour has been in the area)
- Hosting team books flights as needed

2-3 Weeks Prior

- Confirm participant and host room assignments
- Confirm menus with host venue, including special dietary needs
- Send Welcome Letter to participants
- Send "Getting to Know You" to host team and participants
- Arrange for local person to coordinate any needed shared ground transportation
- Complete participant workbook
- Arrange for local supplies and clarity of host team supplies
- Arrange for Berkana materials (library, reports, advertisements, kits) to be mailed to local caller
- Confirm design day meeting place

1 Week Prior

- Send Roster to participants and hosts
- Confirm design day times, plans

Post Event – Within 1 Month

- harvest for Berkana newsletter
- see Berkana support (add participants to Alumni mailing list; send out invite to enews; request host team expenses invoices)
- send "Further Resources" followup email to participants
- financial pot council, request invoices for fee, and payments to hosting team