



## RLI – Site Planning points and considerations

**Coordination** - It's very important that the Site Chair and the RVC (Regional Vice Chair) work together to assure proper planning and setup for the sites; recognizing that the RVC has multiple sites to coordinate, and therefore, has good experience in site planning, and is the primary resource to the Site Chair through out the process.

### **Facility**

- **Access** – Available the evening prior to the event or early a.m. to assure setup of rooms and equipment and locate signage, as necessary.
- **Classrooms** – Large enough to handle 20 participants. To be set up in a “U” configuration. Some seating must accommodate *people of size*.
- **Convening & Meal area** – To be used for breakfast and lunch. Set up in round tables to facilitate cross conversations during meals.
- **Equipment** - Each class room should contain a flip chart with markers and a table in the front of the room for the facilitator’s material.
- **Accessibility** – All venues must be disability accessible.
- **Registration tables** – at entrance or in convening area -
  - **Preregistered** attendees check in and **materials distribution** – 2 to 3 tables set up end to end.
  - **Walk-in registration, fee payment, etc.** - 1 table away from the “preregistered” tables so that orderly flow of registration is not impeded.
- **Directions** – Clear directions to the facility are to be available to attendees and faculty, linked to the Calendar page on the RLI website.
- **Meals & Breaks** – Need not be large meals but adequate. Some low cost and adequate suggestions are:
- **Breakfast** – Since we start early, the attendees need a full breakfast to get them started for the day.
- **Lunch** – Salad, fruit, sandwich/rollups and drinks are sufficient. Large meals tend to make for long and sleepy afternoon sessions.
- **Breaks** – two (2) - mid morning and mid afternoon – Coffee, tea, water. Soda if budget permits.

**Contract / Letter of Understanding** - A contract or letter of understanding is required, which is specific to: date, all costs, room agreements and set-up. This must be reviewed by the RVC (Regional Vice Chair) and initialed by both the Site Chair and the RVC, prior to sending on the RLIN Exec Director for approval and signature.

**Timing** – March 31<sup>st</sup> of the previous spring is the target date to have; dates, locations and costs button down for each site. This permits adequate time to prepare and print the tri-fold PR piece, which made available at the International Convention. This also, typically makes the information available for spring PETS & Assemblies.