

# Threshold Choir



**Regional Gathering  
Planning Support Kit  
March 2019**



Regional Gatherings are one of the best ways we know to share the Threshold Choir experience with other members. You gather with singers and leaders from chapters in your area to learn, to grow and, most of all, to sing. Learn new songs, new harmonies, new vocal techniques, and many other areas that will be unique to your Gathering.

Gatherings can be one day or a weekend. You can choose to be in residence with housing and meals included or let everyone be on their own. The one day Gathering is usually on a Saturday, starts at 9am and ends at 5pm, lunch is usually included. Weekend retreats often start with a community sing on Friday evening and end with a meeting for leaders on Sunday. Within those two general frameworks are many variations.

Once you decide to create a Gathering for your region, TCI will help you cover all the details. Let us help you create an unforgettable event in your region. We are committed to your success!

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# OVERVIEW

## Purpose

"The purposes of a gathering are to:

- expand chapters' repertoire of TCI songs
- enhance bedside experience
- obtain vocal training
- get education about Threshold Choir history & culture, and
- connect with the broader Threshold Choir network & Board of Directors "

## Benefits

- Catalyze personal and/or spiritual growth for members
- Improve members' and chapters' vocal quality, techniques, service
- Expand repertoire of songs
- Develop individual & chapter leadership skills
- Create a more connected network of members in the region
- Increase connection to the TCI organization and the broader Choir network.
- Provide opportunity for Board members to be present, creating a personal connection between the Board and the regions.

## How Any Member Can Start

- Review this packet for an overview of the essential elements & requirements of a Gathering.
- Call TCI at (707) 843-4146 or email [MemberServe@thresholdchoir.org](mailto:MemberServe@thresholdchoir.org) to ask questions and get the support you need.
- Initiate a conversation with your chapter's leaders and members.
- Explore interest from other chapters and consider collaborating as a planning committee.
- Consider the theme & educational focus of your Gathering

## TCI Available Support

- Guidance and support from TCI staff, including access to a professional conference organizer.
- Assistance with finding/selecting a presenter/s.
- Provide templates of registration emails, evaluation forms, post event attendee surveys, etc.
- Office/admin support from TCI.

# ROLES & RESPONSIBILITIES

All of these roles are vital to the event's success. One person may hold more than one role, and some may crossover, but essentially there is someone who owns each of these areas. One person cannot and should not do it all. Without reliable point people, who are watching and holding this event, we are all at risk.

**Gathering Organizer:** Person(s) responsible for the overall organization of the event and assignment of tasks

**Location Liaison:** Person who communicates directly with the site, handles room requests, contract details and is available on site day of event

**Registration Coordinator with TCI:** Person who is responsible for overseeing the registration and reports status to organizer.

**Registration Coordinator with participants:** Person who is responsible to be the local contact, sets up Reg table, gets people to staff it, name tags, folders, paperwork

**Program Coordinator:** Person(s) who is /are responsible for developing the program for the gathering, determines workshop choices and locations, as well as coordinates with AV and presenters the day of event.

**Housing Coordinator:** Person who works with TCI website registration for lodging requests and special needs(ADA)

**Meal/Location Liaison:** Person who works with site to arrange meals, times, location and special requests

**Logistics Coordinator:** Person responsible for maps & directions, parking info, event signs, main schedule, directions for participants

**Website Liaison:** Person who is responsible to work with TCI and website for registration format, workshop registration.

**Communication Coordinator:** Person responsible for sending all communications to attendees, confirming registration and schedule of events, check in time and check out time, the fee paid and what it covers

# SAMPLE TIMELINE

Approximate Timeline	Objective
Pre-planning	Explore interest, build diverse planning committee, collaborate with TCI
9 to 12 months before	Create event format/duration, estimated budget, & list of possible dates
6 to 12 months before	Secure appropriate venue, lodging, dining needs
6 to 12 months before	Secure one or more presenters & request TCI stipend if applicable
6-9 months before	Invite locals with a Save the Date
6-9 months before	Request your event be added to the TCI website upcoming gatherings
6 months before	Create a budget with TCI: Evaluate all costs & determine event pricing
6 months before	Develop program agenda
5 months before	Work with TCI to Open Registration
5 months before	Do publicity & promotion as needed
5 months before	Communicate with registered attendees as needed
5 months before	Communicate with scheduled presenters as needed
1 month before	Request materials like rack cards, etc from TCI assistant
2-4 weeks before	Prepare for program: workshop room setup, handouts, evaluation forms
2-4 weeks before	Prepare materials for day-of: Check-in area, attendee name tags, welcome packets
2-4 weeks before	Create the post-event attendee survey
EVENT DATES	Set up / greet
	Host the event
	Send off / Tear down
Final day or ASAP	Post-event attendee survey
ASAP to capture learning	Post-event review by organizing committee
ASAP	Post event accounting report to TCI

TCI will collaborate with you and with past planners to help you get the templates and outlines you need to not have to recreate all the infrastructure and documents.

# FINANCIAL SUPPORT FROM TCI

**Venue:** is ADA compliant (required).

**Attendees:** Everyone coming is a member\*. Target minimum attendance: 30 members from 3 chapters. \*Non-member event may be included but just for a short time, such as an evening community sing.

**Program:** is a full day or more, allows time for presentation by TCI board member, and must include a significant proportion (60% min) of education or training that's in alignment with our mission.

Educational topics might include: learning TCI songs, songwriting, directing, various vocal training topics (hard of hearing, aging voices, etc), enhancing bedside experience & presence, issues of death & dying, personal development & self care, spirituality & rituals, or chapter development & leadership skills development.

## **Business**

TCI manages the business aspects of the planning process in coordination with you as follows.

- Helps to create the budget & pricing
- Creates online registration, collects all registration funds & keeps records of attendance
- Pays deposits & bills or reimburses hosts for expenses from the collected registration funds
- Provides the Certificate of Insurance for the rented venue. (except Alaska/Int'l)
- Promotes on website and emails to members of region
- Helps create contract with & pays a stipend to key Presenter/s
- Designate a Board Member to attend the gathering.
- Produces a post-event report and accounting summary.
- Holds all Regional Gatherings profits & losses in a central dedicated fund for gatherings.
- Graphics, promotions, and printed materials must include the name Threshold Choir and / or logo
- Assists in naming the regional event

## **Stipend**

\$600 towards a weekend event (service /content from Friday night -Sunday noon), split between presenters

\$300 towards a 1-day event

Stipends cannot be used to pay for travel expenses or rental spaces.

# SAMPLE BUDGET

This form is intended for any regional gathering based on past gatherings. Just because there is a line item doesn't mean there is a number to fill the blank. One thing to keep in mind about budgeting is that our organization needs to allocate funds from each event to fund the next event and necessary deposits. Planning for a profit creates funds for the next deposit we need to front. It's essential that there is extra income available for future gatherings.

<b>INCOME</b>	
# participants x fee charged per person	
other income	
other income	
Total Income	
Total income should cover all expenses plus 15-20%.	
<b>EXPENSES</b>	
Facility (housing, meeting rooms)	
Meals	
Gratuity @15%	
Program	
Presenter Stipend	
Presenter Travel	
Office Supplies (markers, flip charts, folders, name badges)	
Other	
Total Expenses	