

## **REGION VII HOST DIOCESE PLANNING GUIDE**

### **DIOCESAN SECRETARIAT & SCHOOL OF LEADERS**

- 1) Name and support an Encounter Coordinator
- 2) Build enthusiasm for hosting the Encounter
- 3) Offer ongoing Palanca for at least 12 months

#### **Encounter Coordinator: \_\_\_\_\_**

- 1) Secure a location: (10-12 months in advance of Encounter date)
  - a) 1 Large Area for all Languages to gather together and for meals
  - b) 2 Smaller Areas for Language Break-out sessions
  - c) Space for Regional Secretariat meeting on Friday for 35-40 people
    1. Name placards for all Regional Secretariat members ( LD's, SA's, RST's)
- 2) Invite Diocesan Bishop to Attend / Participate: (10-12 months in advance of Encounter date)
- 3) Create a Planning Team w/ Committee Chairs
- 4) Set agendas and meeting times for Encounter Planning Team
- 5) Keep Regional Service Teams informed of progress, problems, etc. via Encounter liaison
- 6) Create Evaluation Form for Welcome Folders
- 7) Ascertain numbers for food service on Friday, for Reg. Sec. Meeting, from Regional Chairperson

#### **Planning Team Committee Chairpersons**

- |                    |                   |
|--------------------|-------------------|
| 1) Prayer          | 5) Registration   |
| 2) Facilities      | 6) Transportation |
| 3) Publicity       | 7) Welcoming      |
| 4) Private Housing | 8) Food Services  |

## **RESPONSIBILITIES OF EACH COMMITTEE:**

**PRAYER:** Chairperson: \_\_\_\_\_

- 1) Friday evening Bible Enthronement (appropriate setting w/ 2 lit candles, table covering, bibles & holders, etc.)
- 2) Friday: Evening Prayer (copies for Welcome folders)
- 3) Saturday: Morning Prayer (copies for Welcome folders)
- 4) Mass: Saturday morning (optional)
- 5) Music: (throughout Encounter: opening, between events, at Ultreya, etc.)
- 6) Saturday evening Bible Dethronement
  - a) 2 lit candles
  - b) Bible stands – get from previous Encounter
- 7) Saturday evening Mass: Sunday Vigil (usually with Parish community)
- 8) Display all Palanca received in an appropriate manner, near registration center

**FACILITIES:** Chairperson: \_\_\_\_\_

- 1) Set-up tables & chairs for attendees, a podium & microphone, a Bible Enthronement area
- 2) Know the workings of the sound system and set-up microphone(s) for speakers
- 3) Place “entrance” & “registration” signs in appropriate locations
- 4) Identify (with signage) the Regional Secretariat meeting location
- 5) Ongoing janitorial services during the entire Encounter (tissue, soap, towels, etc)
- 6) Establish a Clean-up Crew for Friday evening and for Saturday evening

**PUBLICITY:** Chairperson: \_\_\_\_\_

- 1) Prepare an advance announcement, brochure, or advertisement about attractions in your area to present at the Encounter just prior to yours
- 2) Check on & obtain special rates (if possible) for Commercial Lodging (motels, hotels, etc.)
- 3) Secure local maps or create simple directions to near-by restaurants or points of interest
- 4) Build support and enthusiasm for hosting the Encounter by visiting Diocesan Ultreyas
- 5) Prepare notices for Church bulletins and Diocesan newspaper, announcing the Encounter
- 6) Assure the Region VII webmaster [Cindy Geppert: [cursillodioceseofraleighnc@gmail.com](mailto:cursillodioceseofraleighnc@gmail.com)] has the information and forms for the Encounter at least 4 months in advance of the Encounter date
- 7) Request Palanca from your Diocesan Ultreyas, from all Region VII Dioceses and via the National Cursillo Website

**PRIVATE HOUSING:** Chairperson: \_\_\_\_\_

- 1) Secure housing commitments from local Cursillistas for visiting Cursillistas
- 2) Keep a listing of Cursillistas with available homes and the number of beds per home
- 3) Some homes may also be needed on Thursday evening for Regional Secretariat meeting on Friday morning
- 4) Ascertain which attendees staying in homes will need transportation to and from Encounter
- 5) Prepare a plan to notify both visiting & local Cursillistas that private housing has been confirmed

**REGISTRATION:** Chairperson: \_\_\_\_\_

- 1) Create a registration form and send to Region VII webmaster [see above]
- 2) Record all registrations received and mark “amount paid” and/or “amount due”
- 3) Create an attendance roster of advance registrations & late registrations to be emailed after Encounter
- 4) Create a “check-in” roster of advance registrations for Welcoming Committee
- 5) Create Name Tags for all Advance Registrations, which include:
  - a) Attendee first name (in very large lettering)
  - b) Attendee last name (in smaller lettering)
  - c) Attendee’s Diocese (in medium lettering)

**TRANSPORTATION:** Chairperson: \_\_\_\_\_

- 1) Arrange for drivers for airport shuttle on Thursday afternoon to homes or lodging
- 2) Arrange for drivers for airport shuttle on Friday to homes or lodging
- 3) Arrange for drivers for shuttle on Saturday morning & evening to & from homes or lodging
- 4) Arrange for drivers for airport shuttle on Sunday morning from homes or lodging**

**FOOD SERVICES:**

- 1) Ascertain numbers for Friday food service from Encounter Coordinator
- 2) Arrange for light refreshments on Friday morning, prior to Regional Secretariat meeting
- 3) Provide Regional Secretariat meeting attendees with Friday Lunch
- 4) Provide all attendees with Friday Dinner, prior to Encounter check-in
- 5) Provide all attendees with Saturday Breakfast
- 6) Provide all attendees with Saturday Lunch
- 7) Provide all attendees with Saturday Dinner
- 8) Provide coffee & drinks throughout the Encounter
- 9) Establish “After Meals” Clean-Up crews
- 10) Establish “Kitchen” Clean-Up crews for Friday & Saturday evenings

**WELCOMING:** Chairperson: \_\_\_\_\_

- 1) Gather information to compile & create Welcome Folders
  - a) Encounter Schedule
  - b) Friday Evening Prayer
  - c) Saturday Morning Prayer
  - d) Evaluation Form
  - e) Note paper & pen
- 2) Secure Name Tags from Registration committee for all advance registrations
- 3) Check-In advance Registrations & receive balances due
- 4) Have 25 copies of blank Registration forms for Late Registrations at the door & collect fees
- 5) Assist attendees with Encounter facilities, near-by restaurants maps & directions, and any other needs
- 6) Have someone present at Welcoming Center Friday evening & Saturday morning until after Breakfast

***May Our Lord, Jesus Christ, bless you and your Diocesan Cursillo Movement for your gracious hospitality and planned preparations in hosting the Region VII Encounter !!***

### **RESPONSIBILITIES OF THE REGION VII SERVICE TEAMS**

- 1) Host a planning meeting at the previous Encounter (6 months in advance) to answer any questions about planning the Encounter and decide on rollo topics for the Encounter
- 2) Select speakers and Ultreya facilitator, witness and echoes
- 3) Provide a general Schedule of the Encounter at least 6 months in advance (times can be flexible to meet the Bishop's or facilities needs)
- 4) Name a Regional Service Team member as a contact for the Diocesan Encounter Coordinator
- 5) Assist in advertising the Encounter throughout the Region
- 6) Provide the Regional Secretariat Meeting Schedule at least 1 month in advance of the Friday meeting
- 7) Provide the number of Regional Secretariat meeting attendees, for Friday Food Service, at least 2 weeks in advance
- 8) Provide the roster of the Regional Secretariat members so name placards can be made by the host Diocese.