

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

RESPONSIBILITIES OF EACH COMMITTEE:

PRAYER: Chairperson: _____

- 1) Friday evening Bible Enthronement (appropriate setting w/ 2 lit candles, table covering, bibles, 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 (2 lit candles)
- 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 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
- 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

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

FOOD SERVICES:

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

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) 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)
- 2) Provide the topics, speakers and Ultreya facilitator, witness and echoes
- 3) Name a Regional Service Team member as a contact for the Diocesan Encounter Coordinator
- 4) Provide the Regional Secretariat Meeting Schedule at least 1 month in advance of the Friday meeting
- 5) Provide the number of Regional Secretariat meeting attendees, for Friday Food Service, at least 2 weeks in advance
- 6) Provide the roster of the Regional Secretariat members so name placards can be made by the host Diocese.

