



NC Great Teachers Retreat - Coordinator Timeline

...composed by Steve Smith ☺

This *Use of Flow* mapping is utilized to show the relative occurrence of activities essential to coordinate a successful Great Seminar as applied to an established event, specifically the NCGTR.

End of Current Retreat (February 2006)

- ▶ Remove the 2006 registration form and participant info sheet from NGTM.Net.
- ▶ Complete **Coordinator's Report** & participant roster and e-mail to participants, RCC President, and publish to NGTM.Net.
- ▶ Confirm the dates for the next year's NCGTR with Hoyle Adams (Dir. Reservations at Kanuga) and with the retreat Director
- ▶ Submit payment vouchers (typed on letterhead) to RCC business office for Director's fee (includes an invoice and professional service agreement – state form), Waverly Inn expenses, extraneous staff expenses & retreat materials (placed on personal credit card), and Kanuga expenses. A W-9 IRS form is required for all vendors, including David. Total budget for the 2006 NCGTR was \$18,000.00; actual cost was \$17,700.00.
- ▶ Collect, edit, and post & distribute staff and group pictures from the retreat.
- ▶ Arrange for NCGTR presentation at the NCCCS conference (this year with Bob Allen). I always attend the NCCCS or NCCCFA conferences and present a workshop and distribute printed brochures for the next retreat. Brochures are prepared in May/June.
- ▶ Update the NCGTR web page with next years retreat info (if known)
http://ngtm.net/2007_ncgtr.htm
- ▶ Follow-up with any matters (there always a few) like correcting certificates, mailing pictures to certain people, or issues with Kanuga.
- ▶ Sleep!

March - April 2006

- ▶ Confirm any dates & perform any web updates needed.
- ▶ Receive next year's event confirmation letter from Kanuga. **This is important** as it confirms, in writing, our event date and obligates RCC to host the event or pay a cancellation fee. This document is mailed to the **COORDINATOR**.
- ▶ Make reservations at the Waverly Inn for the Wednesday prior to the retreat

May – June – July 2006

- ▶ Create any electronic or printed matter for retreat promotion.
- ▶ Secure tentative commitments from staff for the 2007 retreat. Regarding staff, this next year I will include at least one new staff person for the NCGTR. Mer & Kay always have first refusal for any retreat I coordinate. I like to rotate staff and give everyone a chance to facilitate at least every other year. I will also coordinate several other GT events next year so I try to make staffing offers that include as many people as possible.

As coordinator, I reserve the right to be selective in staffing as needed and **make no promises** from year to year as to who will get to staff and who doesn't other than Kay & Mer. Number of staff is contingent on retreat enrollment and always subject to change. I **ALWAYS** have a back-up staff person. It is a great service to serve in this manner and is appreciated beyond any means to reward such a commitment.

August 2006

- ▶ Begin retreat promotion by opening registration by creating and posting the 2007 NCGTR Registration form in .PDF format.
- ▶ Establish registration deadline
- ▶ Create the 2007 NCGR Participant Information Sheet
- ▶ Contact the NCCCFA leaders and NC-NET in order to get updated web links from their web sites pointing to NGTM.Net and utilize available list serves in order to disseminate retreat information statewide.

September – October – November – December 2006

- ▶ Continue recruitment efforts by attending various events & conferences where I can handout brochures and answer questions about the NCGTR. The NCCCS & NCCCFA conferences are primarily the ones I attend, but I usually get a couple other requests for information... it varies from year-to-year.
- ▶ Begin to receive money
- ▶ Contact the NCCCFA as they scholarship three participants each year from across NC as participants in the retreat. Confirm this and provide payment information.
- ▶ Confirm staff based on projected need. Secure 2 back-up staff as a precautionary measure.
- ▶ When registrations are received, the monies are deposited in the business office, a receipt is generated, and the participant information goes on a **ROOMING LIST**. Participant rooming sheets are sent to Kanuga within 4 weeks of the event. They require at least 2 weeks notice by policy, but I remain in constant contact with Kanuga one month prior to the event.

► E-mail addresses are entered into a **GROUP e-mail account**. Individual participants are sent a confirmation e-mail with a **PARTICIPANT INFORMATION SHEET** attached.

► This document is also uploaded on the NCGTR web site via NGTM.Net.

January 2007

► Formalize rooming and staffing lists

► Renew NGTM.Net domain (\$119.40 annually)

► Contact the event coordinator in reservations at Kanuga. They assign a person who works with our group. This person is the one who receives all the rooming lists and participant information.

► Go shopping for supplies and inventory current levels of certificates, name badges, paper, etc...

► Contact the RCC recruiter for goodies to give participants (freebies).

► Confirm retreat Director (again).

► Receive call from Kanuga Guest Services director and plan meeting areas, equipment needs, breakout areas, and secure facilities on-site. I always request the First Floor Inn meeting areas (as you know). **This must be confirmed with Kanuga and doesn't automatically happen.** Request socials, set-ups (coffee, cookies, drinks, etc...). I confirm all this again on-site.

February 2007

► Create & print certificates, name badges, rooming lists. Get folders (College or otherwise) and insert participants receipts and other documents in them (notepad, Spirit & Intent document, and any thing else I feel is appropriate).

► E-mail rooming list to Kanuga. Arrange for any specials needs of diet, physical needs, or otherwise. Rooming is based on double occupancy and assigned on similarity of are & college affiliation using the info requested on the registration forms.

► Work out last minute staffing issues and registration request as needed.

► Type out a participant listing for the Director that contains the following information:

1. Participant name
2. College affiliation
3. Discipline/teaching field
4. Years experience

This information is used when the groups are formed for processing the innovation and

problems papers. **This information is required!**

- ▶ Bring all registration forms to the retreat in the event there is a problem or question with registration information or payment issues.
- ▶ Secure and bring the current Professional Services Agreement (state form) for the Director to sign for payment. Request an invoice on-site.
- ▶ Meet continuously with the Director to insure proper scheduling (especially meals as we have to pay to have lunch on Fridays changed), etc... and other announcements that need to be made.
- ▶ Formally open the retreat.
- ▶ Make sure that group pictures are taken.
- ▶ Coordinate activities with NCGTR Staff
- ▶ Maintain potential facilitator list form year-to-year