

# Timeline & Checklist for Planning a Session on the *Build It! Toolkit*

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## Organize

Organize childcare for F/friends who have young children, and note the availability of childcare in your advertising. Remember, many young adult F/friends have children – as do older adult F/friends! If we want them with us, it’s important to also welcome and care for their children.

## Design

Design your event based on suggestions below or interests from your organizing group or Quaker community. Events can be organized by just one person or a group of people—do what makes the most sense for you. Try to avoid a scenario in which younger Friends speak or present and older Friends only listen, or vice versa. Certainly one goal of these events is for the voices of young people to be heard, but another is to spark intergenerational dialogue.

## Sample Advertising Paragraph

“Please join us for a workshop to learn more about building intergenerational spiritual community and using the FGC publication ***Build It! A Toolkit for Nurturing Intergenerational Spiritual Community***.

We will learn about the book and discuss how we can use this resource in our own community. All ages welcome, from elementary school through retirement.

[DATE, TIME, LOCATION]

Childcare Provided

[Contact information for organizer(s)]”

## 2+ months before a workshop

- Discuss with your meeting for worship with attention to business and any committees that are led to support
- Set the date, reserve space (at the meetinghouse is great)
- Before or after meeting or a weekend afternoon are good, or weekday evenings
- Draft article/announcement and get deadlines for newsletter, weekly bulletin, and bulletin board in the four weeks prior to the event

## **1+ months before workshop**

- Reserve child care and make sure to advertise that, too
- Request snacks
- Start announcing and asking people for commitments to attend; use both personal and general invitations
- Post a flyer in the meetinghouse

## **2 weeks before**

- Review sign in sheet and other materials for updates, changes, modifications
- Confirm child care, snacks and space reservation

## **1 week before**

- Print materials, review agenda, activities and games; print “How-Tos”
- Confirm any changes for child care

## **Day before**

- Print and prepare all materials; review details of agenda, games, activities
- Other materials: you may need pens, markers, large paper, tape, string, etc.

## **Day of the workshop**

- Arrive early to allow for some centering time, preparing materials and space
- Enjoy the process!

## **Afterwards**

- Send any pictures, video, and sign-in sheets to the FGC Youth Ministries staff ([youthministries@fgcquaker.org](mailto:youthministries@fgcquaker.org), phone: (215) 561-1700)
- Mark your calendar for any follow-up commitments discussed during the workshop

## **Materials:**

- Planning checklist (this document!)
- Workshop template/agenda of appropriate length for your workshop
- Flyer

- Sign-in sheet
- List of materials for specific, selected activities and games
- Print-outs of the “How-Tos” available on the Build It! Toolkit web-page. Handing out color, two-sided “How-Tos” is very popular for discussion and for further reading and action.
- Camera (optional!)

This document was downloaded from the website of Friends General Conference. Explore the many resources and opportunities we offer for Quakers, Quaker meetings, and all interested individuals. Go to [www.fgcquaker.org](http://www.fgcquaker.org).

