



SONFLOWER REGION FORMATION COURSE PROCEDURES FOR HOSTESS

**** Check with the formation leader that the Board of the SonFlower Region has been informed of your request to host a course.*

The hostess will:

1. Copy the roster compiled by the course registrar (listing attendees' names, addresses, emails, and home and cell phone numbers, parish and atrium affiliation), and send to all participants, the leaders, and the SonFlower treasurer and corresponding secretary.
2. Send e-mails to welcome participants before the course work begins. This should include directions to the formation site and a cell phone number to call if there are any questions.
3. Keep attendance for the formation leaders.
4. Coordinate lunches/snacks by keeping a calendar for who is providing lunch and snacks for the day. E-mail a reminder two weeks in advance.
5. Make two name tags for each participant, one to wear and one to place on the table. The table tags need to be visible to the formation leaders.
6. Maintain a file for each participant to use for class handouts and notices.
7. E-mail or place in file the corrected album pages for the participants.
8. Set up meeting room with enough tables and chairs to accommodate the class.
9. Make and distribute copies when needed.
10. Make sure that coffee and water are available throughout the class time.
11. Make sure large trash containers are available.
12. Inform participants of where to find restrooms, kitchen facilities, water fountains, etc.
13. Maintain a chart if necessary, which could have six columns indicating:
 - Name of the album page
 - Name of applicable formation leader
 - Participant assigned to complete the album page
 - The date it is assigned
 - The date it is turned into the formation leader for review
 - The date it is approved and distributed
14. Clean up after lunch and at the end of the day.
15. If the hosting parish needs reimbursement for copies, participants should pay. (Money should not come from the course.)
16. The hostess will receive a \$150 stipend per formation class part.