

# Event Coordination Toolkit

## Specific Requests for Workshops with Marshall Rosenberg



These additional requests in relation to hosting workshops with Marshall Rosenberg are intended to meet his needs for comfort, consistency and support. We extend them to you to meet our needs for consideration of his rigorous training schedule. They include edited requests from the CNVC Organizer's Checklist.

- Accommodations.** Although the gracious offers of hospitality are always appreciated, Marshall prefers to stay at a local bed and breakfast or hotel, not a private home. Contact the scheduler with details if considering an exception. Marshall prefers to drive less than thirty (30) minutes to a training site from his lodging (and enjoys walking if the distance is only a few blocks and safe). Reserve a private bedroom with a private bathroom, preferably quiet and away from the pool or common areas. Either locate Marshall's room on the ground floor or ensure that there is a working elevator to use in getting his luggage to and from his room. Limit the cost of lodging to \$100.00 per night. Anything over that needs CNVC approval. Marshall qualifies for the senior discount. Marshall enjoys a view of a lake or ocean, if conveniently available. **CONFIRM THAT THERE IS TELEPHONE AND E-MAIL ACCESS IN MARSHALL'S ROOM.**
- Food.** Marshall usually eats meals out. Sometimes he enjoys eating chicken or fish. For a snack in his room, or for breakfast, he enjoys vegetables and fruits, peanuts, raw cashews, filberts, dried fruits, crackers, and cheese. ORNCC will cover all his food expenses.
- Ground Transportation.** Designate an individual(s) to provide local transportation, for Marshall to and from training sites, the airport, his lodging, et cetera. Provide all contact and emergency contact information for this individual to the ORNCC State Coordinator. Arrange the schedule in order for Marshall to arrive at the training site no later than 30 minutes before the start of the program. Communicate clearly and directly with Marshall about the times and locations he will be picked up the day before the event.
- Air Transportation.** Marshall does not usually enjoy traveling by car for more than 30-40 minutes to any event. If there is any event you would like to schedule for Marshall which would require more than 30-40 minutes of travel time during his stay in your country/state, please give the details of this event (including travel time and arrangements) to the scheduler at least three months in advance, so this event can be taken into consideration. Schedule Marshall's transportation to the airport so that the arrival time is 2 hours before departure of a domestic flight, and three (3) hours before an international flight (or check with the airlines in case less time is needed).
- Workshop Times.** For a day workshop, we would like the workshop to last no more than 7-1/2 hours (example: 9:00 a.m. – 4:30 p.m. including a 1 or 1-1/2 hour break).

For an evening workshop, we would like it to last between 2 to 3 hours. (If Marshall has already conducted a full-day of workshops, please only plan a 2 -hour evening workshop) Please do not schedule a workshop to begin before 8:00 a.m. and to end no later than 10:00 p.m.

- Sound.** Provide a microphone on a stand and a wireless lapel microphone for large group programs. Please test the microphone several days in advance to be certain that it is adequate for the size of the room and the audience. Marshall prefers to use a wireless lapel microphone.
- Trainer Support.** Provide a high stool for playing guitar. We want to be sure that Marshall can be seen by everyone present, including those in the back of the room, without him having to stand up throughout the workshop. This may require a stool, a raised stage or some other arrangement. Keep a bottle or glass of water on the small table for Marshall during his presentation.
- Taping.** Consult with Marshall's scheduler at least one month prior to the scheduled training program regarding audio- and video- taping of programs, if appropriate. We recommend making specific requests to the participants to gain their support of taping, to meet needs for consideration.
- Training/Announcements.** Discuss with Marshall:
  - **Event Focus** - Specific information (flyer copies) about how the event was promoted, and any specific requests for activities or focus of the event.
  - **Times** - The beginning and ending times for all of the breaks and announcements.