

Preparing for a Sharing Jerusalem Workshop

The instructions are divided into the following sections:

- [Planning and preparation tasks](#)
- [Pre-workshop tasks](#)
- [List of supplies needed](#)
- [Workshop tasks](#)

Planning and preparation tasks

1. Form a small committee to plan and run the workshop
2. Establish the workshop date
3. Determine the facilities that will be used, including the number and location of rooms
4. Decide whether light breakfast will be served and, if so, what it will be, who will get it, when it will be gotten
5. Decide whether light lunch will be served and, if so, whether it will be catered or prepared
6. Publicize the workshop to gather participants [[see Sample Workshop Flyer](#)]
7. Maintain the list of participants, with periodic updates and reminders
8. Prepare workshop packets, role playing packets, name tags, and check-in list, agenda, song sheets [[see Materials for Workshop Packets](#)]
9. Make arrangements for AV equipment - projector and screen, boombox, microphones, extension cords, etc.
10. Decide how music will be included – CD, live musicians, piano, drums, etc.
11. Determine availability of musical instruments
12. Gather necessary supplies (see List of Supplies Needed below)
13. Request appropriate number of DVDs, CDs, and bumper stickers
14. Request the use of prototype banner for display

Pre-workshop tasks (preferably the night before the workshop)

1. Set up registration table, lunch tables, chairs

2. Set up and test the AV equipment
3. Put descriptive signs on doors of rooms for CAGS, ministers, committees
4. Put signs for each area where participants will gather for role-playing instructions

List of supplies needed

1. Poster board
2. Markers
3. Plates, spoons, knives, forks, napkins, cups
4. Tablecloths
5. Easel
6. Projector and screen
7. Extension cords
8. Ballpoint pens
9. Scissors
10. Scotch tape, masking tape, and duct tape

Workshop tasks

1. Register participants, give out nametags and packets, keep participant list updated
2. Make sure each person addressing the workshop has a copy of their speech