



CRONES COUNSEL PLANNING PROCESS

**A Guide to Planning a
Crones Counsel National Gathering**

2018 edition

CRONES COUNSEL, INC.

Mission Statement

*Crones Counsel, Inc.,
is dedicated to claiming
the archetype of Crone
through the creation of gatherings
that honor and advance
the aging woman's value to society.*

Stages of a Woman's Life

“As **Maiden**, we *tested* our wings, reaching out one, then the other, searching for balance. Our wings flap tentatively, or boldly, exploring the joy of flight.

“As **Mother**, we *spread* our wings, in protection for children, and the Earth from the ravages of wars and greed. We spread our wings for human and animal rights, for the right to be valued and treated with respect. As Mother, we explore a woman's right to FLY!

“As **Matriarch**, we hold our wings *closer*, contemplating life's creations: fertile fields of words and music, children, success and failure, pain and joy. We look to those who have flown before us, the Grandmothers, Aunts and Mothers, for inspiration, as we stand strong in our power.

“As **Crone**, we *soar*! Acknowledging the past and the present, we look into the future, soaring peacefully and resolutely on the currents of the ever-expanding mystery.

Credit: Sandy Eno

PLANNING A GATHERING

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Hosting a Crones Counsel Gathering

Thank you for considering hosting a Crones Counsel Gathering. It is an honor and a privilege to host a gathering and we welcome you to the process.

This planning booklet contains all of the information you, as the Local Planning Committee (LPC), will need to prepare to host a gathering.

Some of these tasks need to be done before the proposal is sent to the Crones Counsel Mother Board (CCMB). Until your proposal is accepted, do not spend too much time or money on the process. You will need to find a few locations (hotels, conference centers) that seem to be appropriate choices so you can submit those to the CCMB.

Upon approval of your proposal, the CC Mother Board will assign a liaison or “Crow” to assist you in the planning process as well as with your communications with the Board.

Overview of Planning Process

SECTION I – LPC Planning Committee Proposal Process

- Gather Women for the Local Planning Committee
- Select Planning Committee Co-Chair
- Select a Site/Facility
- Select a Theme & Logo
- Submit Proposal to Crone Counsel Mother Board

SECTION II --LPC Tasks Following CCM Board Approval

- Arrange for Hotel Contract
- Select local Treasurer
- Estimate gathering budget
- Draft daily schedule
- Select Sub-Committee Coordinators

SECTION III -- LPC Sub-Committee Coordinators TASKS

- Coordinators and tasks lists in alphabetical order

SECTION I

Local Planning Committee Proposal Process

Crones Counsel Mother Board & Local Planning Committee Responsibilities

The Crones Counsel Mother Board (CCMB) is responsible for:

- Being ultimately accountable for the legal (contractual) and financial aspects of any Crones Counsel gathering.
- Signing the contract with the facility (hotel or conference center), keeping in mind that the CCMB President and Treasurer must review it for its costs, program expectations, and equipment.
- Assigning a Crow who may be a Board member to serve as liaison with the planning committee.
- Asking the Web mother to prepare and analyze an online evaluation form after each gathering.
- Assisting the planning committee financially with an upfront startup amount to be determined jointly between the planning committee and the CCMB Treasurer.
- Assisting as needed with the planning and, at the gathering, at the request of the local planning committee.
- Advertising the gathering in *Crone Times*, the *Crones Counsel Newsletter*, and scheduled email blasts.
- Handling and/or delegating the registration process and registration at the gathering.

The Local Planning Committee (LPC) is responsible for

- Submitting the Proposal for CCM Board approval.
- Planning and implementing the gathering for a specific location and date.
- Communicating with their Crow on a regular basis, who, in turn, reports regularly to the CC Mother Board.
- Coordinating with the CC Treasurer on budget items.
- Local Planning committee members include: (1) Planning Committee Co-Chair for Meetings, (2) Planning Committee Co-Chair (Liaison) for Facility, (3) LPC Treasurer, (4) Sub-Committee Coordinators and their members.

PLANNING COMMITTEE CO-CHAIRS

Meeting Chair's Duties include:

- Identifying co-chairs, one of which, as Meeting Leader, will facilitate the planning committee meetings, and the other, to serve as Facility Liaison.
- Submitting the proposal to Crones Counsel Mother Board.
- Updating process and submitting questions/concerns to the CCMB Crow.
- Selecting Committee Coordinators, and including the mistress of ceremonies, artisans' bazaar coordinator, song leader, storytelling facilitator, Facebook monitor, materials person, audio-visual tech, etc.
- Leading all Planning Committee meetings. Making a record of decisions made.
- Developing planning timeline and adhering to schedule
- Working closely with the local treasurer to keep up to date with budget information
- Defining responsibilities and job tasks using descriptions from Sect. II of this booklet
- Working with Committee Coordinators on tasks, timeline and budget
- Ensuring that some sort of presentation (skit?) is prepared for previous gathering to announce your gathering.
- Updating CC registration form for your gathering so that early registering can occur.
- Bringing photo board or other display to advertise your gathering, including hotel brochures, if available, to the prior gathering.

Budget items may include: (these budget items are for the LPC, not the gathering)

- Deposit for the facility, if needed. The Crones Counsel Mother Board Treasurer sends the actual payment.
- Miscellaneous postage, phone charges, mileage for meetings
- Any materials needed to conduct local planning committee meetings

Suggestions and Recommendations:

- Ensure each committee has a Coordinator. See Section II for committee information.
- Work closely with the local treasurer to ensure overall fiscal compliance
- Have at least monthly planning meetings the year before the gathering
- Send out minutes of the planning meetings as a record of decisions and information to those unable to attend.
- Develop a draft, daily schedule for the gathering. This will help determine how many and which committees are needed.
- Work with CCMB Registrar and Treasurer to track the number of those registered.
- If needed, help with Registration at the gathering.
- Direct all questions through the Crow for your particular gathering.

Facility Liaison Chair's Duties include:

- Facilitating the signing of the Crones Counsel, Inc./Facility contract by the CC Mother Board representative and the Facility. Distributing copies to CC Mother Board Treasurer and Local Planning Committee co-chair.
- Important: Because the Facility Liaison has developed a relationship with the facility sales staff, she should be the single point of contact with them for the Planning Committee and the CCM Board. This person is also responsible for keeping track of various deadlines for payments, reduction in rooms and services, banquet numbers, etc. to avoid penalties and other charges as well as the status of sleeping room bookings.
- Coordinating with the hotel conference staff to eliminate duplication of questions, etc. and making sure agreements and problems have the sanction and authority of the planning committee. **THIS IS VERY IMPORTANT SO THE HOTEL DOES NOT HAVE SEVERAL WOMEN CALLING WITH DIFFERENT OR DUPLICATE ISSUES.**
- After site selection, meeting with the hotel sales staff to discuss Crone Counsel needs for the conference as well as what the facility can offer, its limitations, what agreements are needed.
- Working with the AV contact re: needs and possible discounts for materials and services. Routine equipment used in the past: two microphones, one wireless, a mixer and patch into house sound, CD players, screen, etc. Hotels often allow planners to bring in their own equipment. As of 2017 CC only owns a projector.
- Identifying a crone with tech skills to help with AV set up and unexpected, last minute audio/visual problems.
- Working with the hotel food services/catering manager on any special requests; banquet, vegetarian buffets, etc.
- If a conference facility with all meals provided is used, then each individual must communicate her special needs to the kitchen. In this case, the Facility Liaison is only responsible for whole group meal planning/banquet.
- Communicating often with facility contact, especially right before the gathering, is essential. Email communication is preferable for documenting verbal agreements.
- Discussing cost of site including meeting rooms, room block requirements, cost of banquet and any other financial considerations.
- This includes the equipment for the artisans' room even though the expense is covered by the rental of table space.
- Reviewing the site, including all meeting rooms, workshop spaces, equipment in rooms, etc. just before the gathering.

Budget items include:

- If a special meal, snacks, or banquet are planned, budget the cost.
- Table decorations for the banquet are usually provided by the Facility.
- Any special requested meals such as box lunches usually is an extra cost.

Suggestions and Recommendations:

- A banquet is really nice if the gathering is in a hotel where meals generally are not communal.
- Banquet is a general term – it could mean a breakfast, a lunch or an early evening dinner. An evening banquet gives women an opportunity to dress up. Recently, many women have preferred an earlier banquet, perhaps a “late lunch”.
- If at a conference center, all dining is communal so a separate banquet may not be needed. One evening can be designated “banquet” so the women can dress up. Also, designated dining space may be reserved for the exclusive use of Crones.
- When turning in the head count for a banquet, subtract about 5 to keep the cost down. The hotel usually prepares an additional 55 at no extra cost.

SITE SELECTION

When several potential facilities/sites are being considered, the following criteria should be used:

- Friendly sales staff interested in discussing a possible gathering at their facility.
- A hotel or a conference center large enough for 150-200 in their large meeting space.
- Enough sleeping rooms to accommodate at least 50 double rooms.
- The possibility of negotiating the cost of the sleeping rooms.
- Proximity to a major airport within one-hour travel time is preferred.
- Availability of shuttle service from the airport.
- If a hotel, a restaurant on site or many restaurants nearby.
- If a conference center where meals are included, space enough for everyone to eat together.
- Enough breakout rooms on site for workshops.
- A vendor room, located near the main meeting room, which can be secured.
- A nice ambience or spiritual atmosphere with inviting outside area.
- A facility that is ADA certified.
- No barriers to mobility inside facility or on the grounds.
- Permitted drumming can take place.

Budget items include:

- None, unless there is a deposit required by the hotel at the time the contract is signed to secure the space and dates.

Suggestions and Recommendations:

- The following chart may be helpful in finding potential sites:

<i>Options</i>	<i>Benefits</i>	<i>Downsides</i>
“Google”	Hotels, Retreats or Conference Centers in your area	Requires that you search more
Conference and hotel chain websites	Can be assessed by size Can be assessed by cost	None
City Chamber of Commerce	Often has conference planner who will assist in sending or emailing information.	Too much information might result.
Word of Mouth (from friends who have attended conferences in your area)	More personal information	None
Previously used sites by Crones Counsel	Familiar with site	Familiar with downsides already

Facility Liaison: As one of the co-chairs is designated as the Facility Liaison, this person is responsible for searching for possible sites, a large hotel or conference center, submitting the ideas to the Local Planning Committee, and after selection and proposal approval, being instrumental in working closely with the facility, obtaining a draft contract, and arranging the details for the gathering. (See Facility Liaison’s duties for more information.)

This worksheet may be used for comparing hotels for a gathering.

Hotel Name:			
City/state location			
Can hold 150-200 women			
Airport close? # miles			
Shuttle, available transportation			
Sleeping Room cost			
# of rooms/ #with 2 dbl/queen beds			
Mobility, comfort			
Restaurants close			
Frig, microwave, iron			
View, ambience, attractions nearby			
Secure vendor area			
Amenities			

THEME AND LOGO

PAST THEMES

A theme for the gathering is one of the first items to be decided. Themes from previous gatherings are as follows:

1993	I	Jackson Hole, WY	The Unveiling
1994	II	Silver Dale, WA	Volcano Crone – Keeper of the Myth
1995	III	Scottsdale, AZ	Celebrating Our Lives
1996	IV	Boise, ID	The Crone – Woman of Wisdom
1997	V	San Diego, CA	The Crone – Midwife of the Millennium
1998	VI	Salt Lake City, UT	Legacy of the Crone
1999	VII	Estes Park, CO	The Storyteller
2000	VIII	Pacific Grove, CA	Return to the Source
2001	IX	Pacific Grove, CA	Thresholds
2002	X	Pacific Grove, CA	Holding the Vision
2003	XI	Kingsport, TN (East)	Expanding the Vision
2003	XI	Boise ID (West)	Returning, Remembering, Renewing
2004	XII	Las Vegas, NV	Sacred Play
2005	XIII	San Diego, CA	Crone Vibrations
2006	XIV	Boulder, CO	Crones Journey
2007	XV	Pacific Grove, CA	Celebrating Wise Women
2008	XVI	Seattle, WA	Northwest Passages
2009	XVII	Atlanta, GA	Transformation
2010	XVIII	Albuquerque, NM	Weaving
2011	XIV	Portland, OR	Images
2012	XX	Salt Lake City, UT	Gateways and Thresholds
2013	XXI	Pacific Grove, CA	Soaring High
2014	XXII	St. George, UT	Luminous with Age
2015	XXIII	Mt. Shasta, CA	The Eternal Spiral
2016	XXIV	Denver, CO	Seasons of our Lives
2017	XXV	Salt Lake City, UT	Weaving the Silver Threads of Past, Present and Future

LOGO

- Once a theme has been decided, a logo can be designed.
- It should be fairly simple in design for use on all the written materials.
- An inexpensive banner may be printed; however, CC is no longer making and displaying banners as before.

Proposal Submission to CC Mother Board

The following items must be included when submitting your proposal to the Crones Counsel Mother Board.

Contact Information:

Name of Group

Contact Person

Contact mailing address, home & cell phone number, email address

Local Planning Committee: Submit a list of the LPC members.

Descriptive Statement about Group: Give a brief description of your local crones group including how long you have been in existence, how many members in the group, and how many have been to previous Crones Counsel gatherings. State why you want to put on a national gathering, and if you do not have a local group, explain how you are going to go about gathering a planning committee. Describe those women from other areas who have become part of your planning group.

Proposed Gathering Information:

- *Date:* Give 1-2 proposed dates in September or October of the year you are interested in hosting. Be sure to consider Jewish holidays when selecting dates.
- *Location:* List your top one or two choices of sites for the gathering including number of participants the facility can accommodate.
- *Theme:* Suggest a theme after reviewing the list of past CC themes.
- *Other preliminary information you may want to include:*
 - *Program Elements:* Include traditional items such as storytelling, honoring the elders, workshops, opening and closing ceremonies, follies, wisdom circles, poetry program, meet & greet opening the Artisans' Bazaar, and anything else you might want to add.
 - *Regional/local publicity:* Give some ideas on how you would handle local publicity
 - *Timeline:* Prepare a draft timeline for the planning process.
 - *Budget:* Give an estimated budget using the one suggested later in the booklet.

Note: Give as much information as possible to the Mother Board even though you have just begun to plan. This is the proposal – the request – that says your group is volunteering to host a gathering. If your proposal is approved, the Board will assign a liaison or “Crow” to work with your group. As you acquire more information, pass it on to the Crow who reports to the Mother Board.

Section II

LPC TASKS FOLLOWING CCMB APPROVAL

Hotel Contract Considerations

Although the following information is lengthy and detailed, it is very useful for practical as well as legal purposes. The contract between the Facility and Crones Counsel should contain all important details of the proposed gathering.

A good contract consists of negotiation around cost of sleeping rooms, availability and set up of meeting and breakout rooms, food event requirements and costs, and other items such as AV needs.

Obtain a draft contract from the hotel for review by the CC Treasurer, the Crow, and the Local Planning Committee co-chairs.

The final contract must be signed by a Crones Counsel Mother Board designated-representative.

Your Crow may have had experience with contract negotiations or can find you a resource to assist you as your plan.

The information below has been valuable for previous planning committees.

1. Sleeping Room Information

- The number of Hotel sleeping rooms reserved at the group rate and specified in the contract is based on an estimate of how many women may come to the gathering. It is advisable to estimate low as Crones Counsel is responsible for the cost of these rooms if they are not filled. It may be possible to increase the number of rooms later, if you need to. ***Room night numbers is where Crones Counsel is most vulnerable. This must be calculated carefully as we would have to pay huge penalties if we don't meet the room night numbers.*** In recent years, it has become advisable to specify 50 rooms in the contract. That means 50 room nights for each night of the gathering or 200 room nights.
- There is a timetable of room reduction and this deadline must be met. If the number of sleeping rooms specified in the contract are not filled, Crones Counsel can be held liable for covering their costs of those. This is called “liquidated damages” in most contracts. Usually it is the expectation that a given percentage of the total reservations will be filled. (For example, 90% of 200 is 180 or 45 per night.)
- The deadline for Hotel reservations usually occurs within the last month before the gathering. ***It is critical that this schedule needs to be carefully monitored and communication with the hotel ongoing.*** The contract signed by Crones Counsel,

Inc. is real and binding. If the room numbers are not met, Crones Counsel is liable for the amount as stated above.

- The cut-off date (deadline) for sleeping rooms held by the Hotel needs to be in promotion material as well as the website information. It is wise to select a cut-off date a week or so before the actual hotel's cutoff date.
- Complimentary room(s) may occasionally be part of a contract if a hotel is used with the number given dependent on the number of rooms booked by CC participants. (This room can be used for elders needing a sleeping room, or a hospitality room which could also be used for a wisdom circle or workshop.)

2. Main Meeting Room

- When planning the gathering, the main meeting room must be large enough to accommodate from 150-175 participants for all the general sessions including storytelling, poetry evening, follies, opening and closing, etc.
- It is desirable to have the Artisans' Bazaar near the main meeting room.
- Consider the comfort of participants when setting up this room (pleasant surroundings, window light, good ventilation, space for wheelchairs, good acoustics for clear hearing, comfortable chairs, enough space for walking, etc.)
- Explore AV equipment rental, equipment and furniture set-up costs, etc. during the contract negotiation stage. Include speaker's platform and podium. The hotel should have a price sheet for each piece of AV equipment.
- If candles are going to be used, ask for hotel policy and obtain their approval. Often, candles just need to be in containers taller than they are.
- The meeting room should contain the chairs facing the podium, a large round table for the altar, several other (usually 6', rectangular) tables for the give-away gifts, share-table for materials and displays, interactive activities, and anything to do with your theme. Chairs near the altar for the Empty Chair and, if planned, the Healing Chair.

3. Break Out Rooms

- Rooms needed for workshops or wisdom circles may have a "room rental" charge which needs to be included in the cost for the gathering. This could be an area for possible room negotiation, depending on the number of attendees or nights booked at the gathering. Some hotels make this a part of their package. (A certain number of attendees equal so many meeting rooms at no extra charge.)
- There may be additional charges for chair set-up and takedown in rooms used.
- Review the AV price list for each piece of AV equipment needed.
- At a conference center, the main meeting room may be complimentary.

4. Artisans' Bazaar Room

- It is essential to the gathering that there be a large enough "vendor room" which can be locked and is available to CC throughout the gathering.
- Most hotels have a limited practice of accepting deliveries from potential vendors. If this is allowed, check the timetable for when shipments can arrive prior to arrival.
- Obtain a floor plan for this room in particular with electrical locations, phone jacks for computer noted, and wireless access.
- Find out the size of tables available, and if there is a charge for their set-up.

5. Promotional Material

- The hotel sleeping room tax % rate should to be included in promotion materials.
- The hotel must be ADA compliant. This includes hearing devices in meeting rooms for those needing this assistance, and available elevators.
- Check-in as well as checkout times should be a part of the pre-gathering information packet as well as website information.
- Clear directions to the hotel/conference center are also required, and local transportation resources listed.

6. Reservations

- Crones Counsel does not handle the hotel room reservations. Each person attending the gathering must arrange for her own sleeping room reservation and make known any special needs.
- Cost of single, double and any additional persons in a room needs to be included in all promotional written materials, the CC website, Facebook page, etc.
- The hotel will take the reservations for the gathering, but may designate a specific phone number for this gathering's particular group rate.
- Exceptions: some conference centers expect CC to be responsible for taking care of room reservations. Get the information in detail about how reservations are to be handled.

7. Food

- When contracting with a hotel, there is usually a minimum amount which CC must spend for food. An attempt should be made to negotiate a reduction in this amount, and this amount may vary with an increase in meeting room payment. To meet this obligation, food events can be arranged in several ways: banquet, meet and greet hors d'oeuvres, snacks, breakfasts, lunches, dessert.
- Occasionally, if food purchases are greater than the minimum, additional breakout space become complementary.
- If the gathering is to be at a conference center where food is included in the room cost or if the participants eat all their meals together, then a banquet may not be needed.
- Note: there can be some flexibility to the menu selections. Remember to give consideration to vegetarian meals and less dairy or gluten products.

8. Billing

- Find out if a deposit is required at contract signing for holding the space and the date.
- Find out if a credit application is necessary.
- Find out when the final payment is expected – usually at the end of the gathering.

9. Changes

- Additional labor charges may be incurred if changes in room set-ups are requested.
- Changes in the contract agreement may also result in additional charges. An important example of this is missing the deadlines established by the hotel.
- Breakout rooms: schedule workshops that need the same AV equipment in the same room for subsequent sessions. This may save labor charges. If the main meeting room is used for workshops, and chairs are moved into two separate areas, it is likely that there will be take down and re-set up charge.

- The Workshop Coordinator and committee are responsible for making sure the workshop rooms ready for each session.

The obligations set forth in the hotel contract is the biggest expense of the gathering. The contract needs to be negotiated as early in the timeline as possible. Note: there are deadlines which must be met for sleeping rooms, meeting rooms, food service, special events, drumming permission, etc.

LOCAL TREASURER

Treasurer's Duties include:

- Working with planning co-chairs to develop a budget for the conference.
- Obtaining an *Itemization of Budgeted Expense Items* worksheet and a *CC Host Expense Report* worksheet.
- Ensuring all receipts are labeled, recorded, turned-in and reimbursed in a timely manner.
- Keeping a notebook of all receipts; divide into committee categories or other appropriate categories for ease later in determining just how much was spent for each committee or category.
- If using a checking account, making sure there are two names on the account in case one is not available to sign.
- Using two accounts if local group is selling some item (e.g. T-shirts, sweatshirts) to keep the money separate.

Budget items may include:

- Cost of the checking account, if using one (some banks do not charge)
- Miscellaneous: phone/ mailing expenses
- Deposit for the Hotel is paid by the Crones Counsel, Inc. Treasurer

Suggestions and Recommendations:

- A copy of the IRS tax exempt letter for Crones Counsel, Inc. should be obtained from CCMB Treasurer and have it on hand.
- Have Facility Liaison discuss with Hotel contact state requirements for tax exempt status.
- Use a bank with several branches for ease of deposits. Note: Crones Counsel used Wells Fargo
- Use Crones Counsel name on bank account as some checks to be deposited are made out to "Crones Counsel".
- If the local committee is selling some items such as T-shirts or sweatshirts or other items, the funds to into a separate account under the local name. Note: the table space in the bazaar is without cost in this instance.
- IF individuals from the planning group are vendors, they must pay for a table.
- Note: anything sold with the official Crones Counsel, Inc. logo is the property of Crones Counsel and the monies belong to the organization.
- Make money advance available to co-chairs for initial costs (e.g. postage).

BUDGET ESTIMATE

Below is an example of typical expenses associated with Crones Counsel gatherings. Focus on being as economical as possible, and use Excel for ease in calculating totals.

The Artisans' Bazaar is intended to be self-supporting with money received from the artisans as table reservations.

The following table of Estimated Expenses is based on 125 women registered for the Gathering:

ITEM	DETAILS	ESTIMATE	
Facility	Audi Visual Expenses	\$2000	
	Banquet based on \$45 X 125 women + 20% S/C *	\$5625	
	Other food expenses	\$2700	
	Meeting room rental	Negotiated or complimentary	
Events & Committees	Opening/Closing Ceremonies	\$50	
	Honoring Ceremony (including any elders' gifts)	\$150	
	Wisdom Circles (\$10 per each circle leader)	\$120	
	Crone Follies	\$25	
	Aesthetics (altar, red tent, other)	\$100	
	Hospitality (mainly first timers)	\$50	
	Workshops (cost of materials donated or nominal fee charged separately by presenters)	N/A	
	Special Programs, if applicable	\$100	
	Interactive Projects	To be determined	
	Gifts to all Participants	\$100	
	Materials	Pre-gathering (paper, ink, postage) \$4 per person	\$500
		Welcome Packet (folder, insets) approx. \$8 per person	\$1000
		Name bags (purchased by the MB when needed)	N/A
Miscellaneous – poster board, signs		\$25	
Other	Publicity (flyers, postage) Crone Times no cost	\$50	
	Transportation (for special activity if budget allows)	Low cost	
	All taxes and service charges (S/C) determined by specific location, state & federal laws, etc.	To be added to final bill	
	Tips to Staff	Appropriate	
	Trips: CC sponsored if budget allows	Low cost	
	Trips: independent of CC; pre-paid	Self-supporting	
	* All Taxes and Service Charges (S/C) are determined by specific location – city, state & federal tax laws, etc.	To be added to final bill	

DAILY SCHEDULE

The initial daily schedule can be developed by the whole planning committee – it doesn't require a separate committee. It can be modified as the gathering is being planned. There are some set elements that must be scheduled. They include:

- Storytelling
- Opening and Closing ceremonies
- Meet & Greet with Artisans' Bazaar
- Wisdom Circles
- Honoring of the Elders/Decades
- Workshops, and Forums
- Crone Follies
- Poetry Evening

Other elements are up to the discretion of the planners such as a ceremony to honor departed crones, a Town Meeting (if the CC Mother Board desires one), and any special observance or program that does not conflict with the set elements.

A 4-day sample schedule might be:

<i>Wednesday</i>	Registration, Opening Ceremony, Meet & Greet with Artisans' Bazaar
<i>Thursday</i>	Storytelling, Wisdom Circles, Workshops, Poetry Evening
<i>Friday</i>	Same as Thursday except with Honoring of the Elders
<i>Saturday</i>	Same as Friday except no afternoon workshops to allow for free time; Follies in the evening
<i>Sunday</i>	Outreach presentation, Closing Ceremony

You can be creative with the schedule as long as the main events are included at some time during the gathering. Recently, a Poetry Evening has been scheduled for the extra night. Also, the Outreach project presentation and our donations to them are best held on Sunday morning before Closing. The pass-the-hat for gathering grants should not be at the same time and can be scheduled any other morning.

Scheduling is hard – to get everything in and yet not make it feel like there is no room for just socializing, meeting friends, etc. Some free time is essential for general well-being.

Suggestions and Recommendations:

- Develop your initial daily schedule early in your planning process.
- Allow enough time between activities to get to the next one. Usually either 15 or 30 minutes is given, depending on if at a hotel where things are close or a location where it takes time to get to the various workshop locations, especially ones in a separate building.
- Have a labyrinth, a quiet/meditation room and a hospitality room if at all possible.

COMMITTEE COORDINATORS SELECTION

General Organization

It is suggested that one person be selected to coordinate each committee. She can then have as many or as few committee members as she feels are necessary. Some committees may only need two members; others, more.

Each woman coordinating a committee should routinely attend all planning committee meetings to participate in decisions and to give updates of their committee's work.

Others on her committee may choose not to attend the general planning meetings. It is common that some women may be on several committees, perhaps heading up one committee, and then being a member on one or two others.

Some of the committees will do their work early in the process, and others will have most of their work to do just before or at the gathering.

Sometimes volunteers can be recruited from the wider Crones Counsel membership for planning duties if not enough local volunteers are available. Women who have had prior experience with planning parts of gatherings, especially those who have coordinated workshops or wisdom circles, should be contacted.

Every Coordinator on the planning committee should be prepared to be a Wisdom Circle facilitator if there have not been enough volunteers. (See the Wisdom Circle page for facilitator information.)

SECTION III

LPC Sub-Committee Coordinators Tasks

OVERVIEW

After your proposal has been approved and you are ready to move forward in planning your gathering, this section has been included to provide information on the committees used in the past. The local Planning Committee may decide to eliminate some of these committees and create others. These are just suggestions.

The format of each committee page is laid out to include the duties of that Committee Coordinator, any budget requirements and general suggestions.

Copies should be made of these committee tasks and given to the appropriate Coordinators.

The committee pages are in alphabetical order.

COMMITTEE TASKS IN BRIEF

(detailed responsibilities follow table)

Aesthetics	Designs and sets up Altar (and the Red Tent if that is being included); arranges for any other décor (banquet, stage); coordinates with Hospitality if there is a quiet/meditation room and sets that up. This person could also be asked to arrange for a token give for all participants, if interest and budget allows.
Artisans' Bazaar	Coordinates marketplace; solicits artisans; arranges space. Marta Quest, our CC admin, serves as the cashier and often as coordinator.
Community Outreach	Selects a charity in the local area to receive Outreach monies; arranges for presentation by charity to gathering.
Crone Follies	Plans talent show; collects entry forms, makes schedule, selects MC
Crone/Wisdom Circles	Coordinates circle facilitators and circle identifiers
Free Time	Gathers options if there is to be scheduled free time; arranges details of events/trips
Honoring of the Elders & Decades	Plans the honoring of the elders and decades ceremony, elders' gifts
Honoring those Women who have Transitioned	Plans ritual to remember those women who have transitioned.
Hospitality/First Timers	Sends out letters to First Timers; Greets First Timers at hotel entry on Wed.; Identifies ways to ID First Timers on name cards; Works with Aesthetics if there is a hospitality room
Mistress of Ceremonies	Makes daily announcements; May lead singing if there is no song leader; mc's all events except Follies.
Opening & Closing Ceremonies	Plans opening and closing ceremonies
Poetry Evening	Coordinates schedule of those poets presenting; announces poets
Publicity	Coordinates publicity; local and with Crones Counsel; makes publicity flyers, if needed
Song Leader	Leads songs each morning and before evening events; coordinates with MC
Storytelling	Facilitates storytelling; reminds speakers of guidelines, timing
Transportation	Gathers information for the pre-gathering materials about traveling to & from airport; driving directions; gathers transportation info for those coming early/staying late and for free time.
Workshops/Forums	Coordinates workshops, arranges space, AV; forum signups & space
Written Materials	Coordinates and/or produces all material for the gathering including pre-gathering information, welcome packets, name cards, and any other written material. May need several women for this large task.
Wrap-up Session	All LPC and CCM Board members will meet after the Closing Ceremony to discuss the Gathering for feedback to future planners.

AESTHETICS

Coordinator's Duties include:

- Coordinating with any other coordinators to plan flowers, music, table décor, banners, etc. for various part of the program.
- Planning and setting up the altar in the main session room.
- Planning and setting up the hospitality room (if there is one)
- Setting up an “empty chair” for women who have transitioned; a “healing chair” may be added for those women needing special healing during the gathering.
- Working with the LPC Facility Liaison for chair set-up.
- Planning a gift for each participant if budge and interest allow.
- Gathering enough women for this committee to do all of the above.

Budget items include:

- Any materials necessary for decorating the altar.
- Any décor for registration table, stage, banquet, hospitality room, red tent, etc.
- Checking with LPC treasurer for allowed budget amount.
- Over budge expenditures must be discussed, and approval obtained or donation accepted.

Suggestions and Recommendations:

- Décor should reflect the theme if at all possible.
- Compose a list of things for participants to bring which will be sent out in the pre-gathering materials.

ARTISANS' BAZAAR

Coordinator's Duties include:

- Creating an ad for the newsletter and pre-registration materials with contact information.
- Developing or revising the application form to reserve table space which will be placed on the CC website.
- Forwarding application checks to CCMB Treasurer at regular intervals.
- Determining if the room is large enough to accommodate the number of artisans signed up, the cashier, and for Crones Counsel, Inc. if needed.
- Writing up guidelines for artisans.
- Communicating with artisans to reinforce artisan bazaar rules, to compile a schedule for cashiering duties, and to assign the location of their reserved tables.
- **The Coordinator is expected to work with the Registrar to determine if each artisan is registered for the entire gathering.**
- Working with CCMB Treasurer regarding the amount to charge per table
- Working with Facility Liaison re: setup of tables and chairs.
- Identifying someone to be the "Central Cashier".

Budget items include:

- Any telephone calls, postage, and office supplies.
- Large manila envelopes for distribution of individual artisan's money
- CC Treasurer provides \$400 in cash for change for the cashier's cash box.
- Return \$400 cash advance to CC Treasurer at end of gathering.

Suggestions and Recommendations:

- The Central Cashier may require the assistance of each artisan for cashiering duties.
- The CCMB sets the artisan table-fee based on the hotel cost for tables, chairs, set-up etc, in conjunction with the Bazaar's coordinator.
- The Facility Liaison will advise if the Facility will allow artisans to ship products to them ahead of time.
- Artisans may share the cost of a table or two tables with other artisans.
- The Artisans' Bazaar is self-supporting and not a line item in the budget.

CEREMONIES

OPENING AND CLOSING

Coordinator's Duties include:

- Planning the ritual ceremonies to Open (Wednesday evening) and Close the gathering (Sunday morning).
- Being creative but maintaining the spiritual aspect of Crones.
- Gathering together those who will be involved in the ceremonies.
- Working with Aesthetics Coordinator for décor for the stage.
- Using the theme of your particular gathering as part of the ceremony.
- Asking Facility Liaison to check on candle use.

Budget items include:

- Any materials needed for ceremony - candles, fabric, strip lights, etc. as well as any handouts necessary to emphasize the Gathering's theme.

Suggestions and Recommendations:

- Plan well in advance to adapt to the facility.
- Ask Facility Liaison to take photos/make floor plan of main meeting room if not able to see it yourself.
- Determine what AV equipment is needed for ceremonies (usually podium, mics, tables for candles, etc. or if projection and screens are needed).
- Give information regarding logistics, chair set up, and any AV equipment needed to Facility Liaison.
- Ensure comfort of elders; chairs up front, lighting, etc.
- Allow enough time - don't rush.
- Often someone clears the space before the opening ceremony – with feathers since smudge is not welcomed in an enclosed space. Check with the LPC Chair to see who that person may be., and, also, who song leader is since singing is encouraged/
- Often there drumming or music is played as women are coming into the room until everyone is seated and the Opening Ceremony can begin.

HONORING THE ELDERS & DECADES

Coordinator's Duties include:

- Planning how to honor the elders, 80 years and older, and recognize, in some way, the rest of the participants by decades
- Including the following:
 - Welcoming elders to the gathering
 - Creating some sort of ritual or ceremony
 - Having something special to read or do
 - Having a special gift just for the elders
 - Planning seating by decades if possible with elders up front
- Working with the Registrar to determine the number of women in each age category, especially those who are 80+.
- Working with Aesthetics Coordinator for stage decor
- Coordinating with women who will be involved in the ceremony:
 - Mistress of ceremonies
 - Anyone involved in the ritual including song leader.
- Coordinating with the Facility Liaison for any audio/visual aids needed. Usually at least one hand-held and one standing microphones are required.
- Coordinating with Materials Coordinator for anything that needed to be included about the elders or the ceremony.
- Organizing the process of selecting gifts from the “give- away” table is necessary (with the elders going first, then remaining decades in order) to make this a pleasant and meaningful experience for all.
- Making sure the “give-away” table information is in the pre-gathering materials.

Budget items include:

- Any materials needed for ceremony - candles, fabric, flowers, etc.
- The Facility Liaison will inform you if the hotel or conference facility allows candles or if you must use those battery-operated.
- Special gifts for the elders.
- Anything to designate the decades (ribbon, scarves, flowers) in addition to marking the name cards in some way.

Suggestions and Recommendations:

- Plan well in advance. Plan creatively to make it a respectful ceremony.
- Keep this ceremony separate from other events of the gathering - to set it apart and to allow enough time to honor all.
- Elders should be asked ahead of time if they want to speak or not. Many would like input as to how they would like to be honored or how they would like the ceremony to be conducted. Honor all the elder women, not just the oldest.

- Most women seem to prefer that all of the decades are honored in addition to the special honoring of the elders.
- Ensure that the ritual and/or program has wide appeal to all participants.
- Adapt to the facility.
- Ensure the comfort of elders; chairs up front, lighting, sound, etc.
- Allow enough time - don't rush, but do not make the ceremony too long.
- This special ceremony for the elders allows that they are also recognized throughout the gathering.

HONORING THOSE WHO HAVE TRANSITIONED

Coordinator's Duties include:

- Planning how to honor those women who have transitioned.
- Working with the Aesthetics Coordinator re: the Empty Chair.
- Including the following:
 - Singing group for appropriate songs or chanting.
 - Instrumental music.
 - Reading names of those who have transitioned.
 - Silence.

Budget items include:

- Any materials needed for ceremony - candles, fabric, flowers, etc.
- The Facility Liaison will inform you if the hotel or conference facility allows candles or if you must use those battery-operated.

Suggestions and Recommendations:

- The local Threshold Singers have been used in the past. Their purpose is to contribute to transition rituals
- A list of those who have transitioned in the past year (or another time frame) could be included in the materials.

COMMUNITY OUTREACH

The intent of the Community Outreach Project is to “leave something behind” in the communities in which we gather each year. This is done through the selection and presentation of a local charity, and the collection of funds to be directly donated to them.

Coordinator’s Duties include:

- Surveying the community in which the hotel is located for appropriate charity and make a site visit to meet the appropriate personnel.
- Making suggestions re: choice to planning committee.
- Passing along any promotional material (i.e. brochures) provided by the charity.
- Making share-table space available to the charity for a display of their materials.
- Introducing the charity’s representative at the time of presentation.

Budget items include:

- The money is collected at the gathering is given directly to the Community Outreach recipient/charity.

Suggestions and Recommendations:

- Know the history of the Outreach fund: in 2003, the CCMB initiated the Community Outreach Fund in the memory of Jeffrey Joel, the husband of Ann Kreilkamp, one of the co-founders of Crones Counsel, Inc. Jeff contributed much to Crone Chronicles, the periodical Ann founded, as well as assisting women on their sacred journey financially, spiritually and physically.
- In addition to the monetary gift, other tangible items might also be given to that charity (personal hygiene items to women’s shelters, toys to family shelters, non-perishable food to a food bank.
- Before donations are accepted, the charity/outreach project representative should have a time to make a short presentation to acquaint the group to its services.
- The CCMB Treasurer should collect and count the money which is given immediately to the charity at that time. Either the CCMB President or the LPC Outreach Coordinator can present the money to the charity representative.

CRONE FOLLIES

(TALENT SHOW)

Coordinator's Duties include:

- Creating sign-up sheets for acts including a clear deadline. This form should include the person's or group's name, room number and name of leader, cell phone number, home city and state of everyone in the act; a short description of the act, and the introduction for the MC to use when announcing them/her.
- Selecting a Follies-experienced Mistress of Ceremonies (different woman from the overall gathering's MC) and an on-stage assistant for timing the acts.
- Arranging for a sound and lighting technician through Facility Liaison.
- Arranging for collecting sign-up sheets in some way, either in a box or directly to the coordinator with a specific deadline (e.g. the evening for the Follies).
- Printing and distributing Follies guidelines for participants.
- Evaluating acts for appropriate material. Male bashing and sexual references in the extreme are not appropriate.
- Determining the order of the acts (first and last are especially significant). Mix up songs, instruments, comedy, poetry (if not done another night), skits, etc.
- Posting the order in which the acts will appear on the morning of the day of the talent show so that performers know when to line up for their turn.

Budget items include:

- Copies of sign-up sheets on a unique paper color.
- Arrange for the crone AV tech to be available for AV assistance.
- Use posters on easels for communicating Follies announcements; supply markers, tape.
- Coordinate with aesthetics coordinator if stage décor is needed.

Suggestions and Recommendations:

- Set a time limit for acts and have an on-stage assistant with a stop watch and a bell, chime, clicker or similar device to let performers know when their time is up (or about to end).
- Have a tape player and CD player available. Find out ahead of time if acts need any special equipment. Usually these can be borrowed from LPC members.
- Have a committee of approximately three people to review the sign-up sheets, establish the order in which the acts will appear, and make the list to be posted.
- It makes sense to involve experienced Crones Counsel attendees in this process.
- The Follies provide an opportunity to share original writings which do not meet the guidelines for Storytelling.
- The Follies are fun, and are a special part of each gathering.

CRONE WISDOM CIRCLES

Coordinator's Duties include:

- Working with LPC to find Wisdom Circle facilitators, enough for a maximum ten crones per circle.
- Organizing and maintaining list of Wisdom Circle facilitators you have found (include email address, mailing address and telephone numbers).
- Coordinating with the Registrar to pre-assign Wisdom Circle participants to their Circle facilitators. This is done to avoid putting mothers and daughters, roommates, sisters, or partners in the same circle. If deciding to assign to circles randomly, this is okay. Often women decide to change circles anyway.
- Communicating Wisdom Circle assignments can be done by putting information on the name card, on the welcome folder, or by some other means. Routinely planners have distinguished circles from each other by assigning them an object, a totem or something similar which is associated with the gathering's theme.
- Preparing appropriate materials for facilitator, either to be included in the welcome packet, or sent to them earlier. This should include circle guidelines.
- Touching base with facilitators re: gathering theme and any other information that would be helpful about their role and responsibilities.
- Mention that a kit is being prepared for each of them which will include circle guideline, altar items, suggestions for discussion, etc.
- Meeting with the facilitators as a group prior to the Opening ceremony.
 - Suggest meeting locations including their own rooms, workshop rooms, out of doors, hallways, or a portion of the large meeting room. It is important to have privacy and few interruptions. One circle per room is best.
 - Go over all materials; giving facilitators opportunity to ask questions and air concerns. Suggest they start the circle discussion based on the theme of the gathering and go from there, per the groups' desire.
 - Use a motivational approach, empowering the facilitator with the authority to take actions as needed to create a safe and supportive space for all participants.
- If possible, finding a creative way to identify Wisdom Circle Facilitators on name cards.
- Listing the names of the Wisdom Circle and their meeting locations on a poster, in or outside the main meeting room to help late comers find their circles.
- Reviewing participants' evaluations after the gathering for future ideas as well as addressing concerns about their circle experience.

Budget items include:

- Printing cost for written materials for Wisdom Circle facilitators.
- Postage and envelopes for mailing the materials to the facilitators.
- Supplies for Wisdom Circles kits.

Suggestions and Recommendations:

- The Wisdom Circle Coordinator should be available during the circle time to assist facilitators with any questions or problems that arise and also to help late arrivals get connected with their Wisdom Circle.
- Circle facilitators should not be first timers, rather, they should have CC experience. The Crow is able to obtain a list of past wisdom circle facilitators.
- Develop a list of suggestions for discussion, especially focusing on the theme of the gathering.
- Create a list of meeting places. It helps if meeting places can be pre-assigned; however, do allow groups to find their own space if they want to. and usually at a hotel it is not possible to assign rooms.
- Ensure that groups have the entire hour to meet. Allow enough time between storytelling and circle time to arrive on time.
- The space to meet should be constant and private after the first meeting.
- Encourage at least one contact by facilitators with their circle as a follow up to the gathering.
- Let the circle facilitators know that their time and effort is much appreciated and very important to the gathering.

HOSPITALITY

Coordinator's Duties include:

- Sending letters to first-timers about 1-2 months before the gathering to welcome them, to let them know about the Pre-Gathering information to be sent later, and let them know to look for the greeters during registration.
- Being in the hotel lobby during registration hours to meet participants as they arrive.
- Being available for questions and assistance during check-in and registration.
- Being in charge of welcoming the first timers. Have a designated area (possibly in the hospitality room if there is one) so you can welcome them in a special way.
- Gathering enough women for this committee to do all of the above.
- Coordinating with the CCMB president for a first timers' orientation.

Budget items include:

- Cost of stationary and envelopes for the first timers welcome letter.
- Cost of postage for mailing the letter.

Suggestions and Recommendations:

- Have enough women on this committee to be in the lobby to greet everyone and especially first timers.
- An orientation for first timers should be included in the schedule. The CCMB President and the Hospitality Coordinator can facilitate this meeting.
- "Gateway and Thresholds: CC2012", a 21-minute DVD, is available on the CC website, and can be viewed at the gathering. It is important to refer to this DVD in the first timers' welcome letter.

MISTRESS OF CEREMONIES

Coordinator's Duties include:

- Having experience with Crones Counsel and leading large groups is essential to feeling comfortable with our traditions and gathering expectations.
- MC'ing all events, except for the Follies that usually has another MC.
- Setting the spiritual tone at each general meeting by establishing "spiritual space" when appropriate (especially before storytelling).
- Being prepared to ad-lib if the program or whatever is about to happen is not quite ready.
- Coordinating with the designated song leader to ensure singing time is not forgotten, or be the song leader herself.
- Making morning announcements.
- Working with the LPC Chair and the CCMB President to make sure all announcements are included each day.

Budget items include:

- Should not be any expenses.

Suggestions and Recommendations:

- Briefly, meet with the LPC Chair before the gathering for any program updates.
- Traditionally, the Opening ceremony for the gathering takes place on Wednesday evening and the Closing ceremony, on Sunday morning.
- Introductions of the CCM Board, the LPC members, first timers can be done as a group. This is done by the MC or the CCMB President.
- The overall schedule can be addressed by the MC on Wed evening. This would include the schedule of the gathering, location of various workshop rooms, guides to no photos or cell phones on for storytelling, process for making suggestions and advising MC of announcements, etc.
- Finally, the Coordinator of the Artisans' Bazaar can welcome everyone to the Meet & Greet and to the Bazaar's opening after the Wed. evening session.
- Then each morning's announcements could be kept to a minimum, 15 minutes or less, so that storytelling time is minimally affected.
- If there is time each morning, the Artisans could be introduced as a group and their hours for that day mentioned.
- Also, if time, and no other announcements, introduce the Workshop leaders for that day by having them stand and read off the title and location of the workshop. It is not possible for them to talk about their workshops as that takes time away from Storytelling.
- Include singing whenever possible. This is often requested on evaluations.
- Consider that announcements could be submitted in writing to the MC or LPC Chair rather than being asked from the floor. An "announcement board" should be available in back of room for changes in program, etc., as well as a "message board".

POETRY PROGRAM

Coordinator's Duties include:

- Creating guidelines and sign-up sheets for presenters, and being clear in the information about the deadline for signups.
- Poetry must be the person's own product.
- Determining the order in which the presenter will appear and making that announcement as early in the day of the Poetry evening as possible.

Budget items include:

- Any printing needed.

Suggestions and Recommendations:

- It has become a tradition to have the Poetry Evening on the extra night.
- This has given poets a special time to read or recite their poetry instead of in Storytelling or Follies. This has worked so well at the last few gatherings, and it encouraged.
- Have someone responsible for watching time for each poet with the total time for the event being 1 ½ hours maximum.
- An alternative to the Poetry evening could be "high tea" in an afternoon where individual crone poetry could be read.

PUBLICITY

Coordinator's Duties include:

- Advertising for the gathering:
 - Crone Times, CC Newsletter, CC Facebook, specific gathering Facebook page, and CC website
 - Local newspapers -- only if need to try to get more registrations
 - Posters and flyers to put up at senior centers, women's or alternative bookstores and where ever else might be appropriate.
 - Social media (Facebook, Twitter, etc.) should be utilized under the guidance of the CC Web Mother.
- Working with LPC Treasurer for budget restrictions

Budget items include:

- Magazine advertising (usually too expensive but might check local publications)
- Mailings
- Poster and flyer materials

Suggestions and Recommendations:

- Knowledge of what means to use to market the current Crones Counsel gathering is needed to reach those Crones most interested in what is planned for the gathering.
- Advertising in multi-ethnic television, radio, newspaper and magazine companies are all vital to the upcoming gathering of the budget allows.
- Do not publicize locally ahead of time if there is a limited number of registrations available. If registrations are lagging (after the second deadline) some local publicity can be considered, perhaps by writing an article for a local paper or arranging to meet with a reporter ahead of time.
- Note: Reporters are not allowed in Storytelling, nor is anyone allowed to take photos at storytelling. They can only attend a Wisdom Circle with the permission of the entire group. Use caution when inviting a reporter to attend a gather as there are restrictions about when and where a reporter may photograph and interview participants. Participants must sign a waiver when photographed.
- Creative posters and flyers may be all that is necessary (and cost effective) to publicize a gathering.
- If there is to be a pre-gathering newspaper article, it should be early enough to allow for CC registration. Attending the entire time should be encouraged.

SONG LEADER

Coordinator's Duties include:

- Leading songs in the morning before announcements and before the evening program, as time allows, and any other time that seems appropriate.

Budget items include:

- Printing song sheets is usually handled under "Materials"

Suggestions and Recommendations:

- Kianna Bader, the Crone Times editor, is currently the Keeper of the songs used in the past.
- A copy of many songs used in past CC's is currently on CD from Kianna. A hard copy of songs is not available.
- Song sheets can be created for that particular gathering. Some Committee Coordinators may request one for a particular ceremony.
- It would make sense to learn as many of the songs you are going to use as possible.
- Coordinate with Mistress of Ceremonies on daily basis.

SPECIAL PROGRAM

Note: Planning for this is an alternative to the Poetry Event.

Coordinator's Duties include:

- Planning the content for a special program if there is time on the schedule.

Budget items include:

- Whatever is needed for the program

Suggestions and Recommendations:

- In the past, "special night" programs have included 1) a pioneer women slide show; 2) Betsy Rose, a long-time folksinger/writer of women's songs; 3) a slide show of women's art, 4) a history video of CC and our previous gatherings.
- Also, at several previous gatherings, the special event was "the Red Tent", held in the afternoon, which appropriately involved all women in an inter-generational discussion.
- It has become a tradition to have the Poetry Evening be the extra night's special program. An alternative, however, for that evening program is suggested under Poetry for an alternative to that schedule. This is appropriate if additional time is available.
- **Crones Counsel does not pay anyone for services to the gathering. All presenters must be registered participants in the Gathering.**

STORYTELLING

Coordinator's Duties include:

- Facilitating the morning storytelling which includes time-keeping.

Budget items include:

- A timer such as chimes or bell should be purchased or borrowed.
- Several boxes of tissues

Suggestions and Recommendations:

- Have written guidelines posted at time of session to remind those telling their stories of: 1) Stories from the heart; nothing read verbatim; their own stories, 2) Time is limited - how they will know, 3) Content - nothing political, religious, or commercial.
- If time is short, the elders will speak first.
- In addition to the "Story-catcher", there might need to be additional women to help manage the stairs to a stage.
- Multiple trips to tell stories should be discouraged. Other stories can be told in Wisdom Circles.
- Shauna's robe is available as are Marilyn's red shoes. Other items for wearing while telling one's story may be brought.
- Having tissues available is always good.
- Remind the participants that no photos may be taken during Storytelling.

TRANSPORTATION

Coordinator's Duties include:

- Compiling a list of local transportation options.
- Always being concerned about mobility limitations.
- Obtaining information on shuttles to and from airport including cost, location, and frequency.
- Looking into ground transportation for assistance when needed to events, to restaurants, and other destinations.
- Writing up information for newsletters, pre-gathering and registration materials to inform registered Crones of what is available in the area.
- If at a conference center, arranging through Facility Liaison for site shuttles or other transportation for those with mobility concerns.

Budget items include:

- No expenses unless long distance calls are made.
- Site shuttles/carts should be a service provided by the facility if at a conference center.
- If a special trip is arranged during free time, the cost should be pre-paid by those participants going on the trip.

Suggestions and Recommendations:

- Could be handled by the Facility Liaison.
- The actual details from airport to conference site need to be thought through. All alternative transportation information needs to be given to registrants in pre-gathering email. Be sure to mention where the shuttles are located at the airport, and how to identify them.
- A system might be set up for carpooling through that gathering's Facebook site.

WORKSHOPS AND FORUMS

WORKSHOPS

Coordinator's Duties for Workshops include:

- Developing a form for workshop requests.
- Accepting applications for workshops -- a good number is 16, four per session, four sessions, two afternoons. This is determined by the availability of workshop (breakout) rooms.
- Gathering additional information, such as the write-up for the program including short bios of each presenter.
- Determining what audio/visual or other equipment is needed for each of the four workshop rooms.
- Working with the planning committee Facility Liaison to schedule workshop rooms and needed AV equipment.
- Trying to put one activity type workshop in each time period, one spiritual, one informational, one active, etc. for variety.
- Getting the information to be printed in the program to whoever is doing that. The deadline for all materials related to the workshop schedule should be to the Materials Coordinator no later than a month before the gathering.

Budget items include:

- Mailing and phone charges.
- Items for workshops such as AV equipment, white boards or flip charts, etc. are included in the AV budget.
- Printed materials are done by the workshop presenter herself.
- If the workshop presenter wishes to charge for materials, that requirement should be clearly stated on the workshop description page of the program.

Suggestions and Recommendations:

- Ensure that the requirement that workshop presenters must be registered for the gathering.
- Keep a detailed list of all presenters, including name, address, phone number and email.
- Establish a deadline on the initial material asking for workshop applications.
- It is important and the responsibility of the Coordinator to find appropriate workshop topics.
- If desired certain types of workshops can be solicited from known participants of CC. Use past year's workshops as a resource.
- Also, utilize the CC newsletter to request workshop presenters and specific topics.
- There is a list of all of the past workshops and presenters available. Ask the Crow to provide.

- Workshop space (location) should be large enough for anyone wanting to attend that session, otherwise, put the participant limit number on the workshop materials in the packet. Some presenters request certain attendance limits as well.
- Interest groups (including political agendas) can be scheduled either as a workshop or a forum.
- It makes sense to place workshops back to back in the same room that require the same special AV equipment
- Let the workshop leaders know that their time and effort is much appreciated. They are very important to the gathering.

FORUMS

Coordinator's Duties for Forums include:

Forums are informal discussion groups. Some women have a political or activist agenda that does not fit the format of a Workshop and is not appropriate for Storytelling.

A forum may be suggested by signing up on the announcement poster at the back of the main meeting room, noting topic and location. The forum presenter should first check with the Facility Liaison to see if meeting room space is available at the time the former wishes. If no meeting room is available, the presenter should note alternate location. Times are usually during free time, or lunchtime.

The MC can also announce the forum topic and location during regular announcements.

No one really needs to be in charge of forums. The Workshops/Forums Coordinator and the Facility Liaison can work together to handle the logistics with the forum presenter.

WRITTEN MATERIALS

Materials for the gathering can be separated into 3 categories. Each category is detailed on the following pages. One person should be responsible for all the materials even though several people may work on different pieces.

Several people should proof-read all materials.

Categories of Materials

1. Pre-gathering information
2. Welcome packet
3. Publicity Information

Coordinator's Duties include:

- Creating/developing/writing all written materials. See the next few pages for what is included in each category
- Creating name tags for the name bags.
- Coordinating a committee to create posters, one of which announces the gathering to be put in hotel lobby
- Working with publicity person on written materials
- Gathering information for pre-gathering newsletter/booklet/letter from committee chairwomen.
- Finding proofreading assistants.
- Being creative about format and presentation.

Budget items include:

- Name card materials
- Copying materials for pre-gathering and welcome packets.
- Poster board for signs
- Ink cartridges and paper for the person using their own computer, if necessary

Suggestions and Recommendations:

- Prepare a picture board and bring registration materials to the previous gathering.
- Have a bulletin board set up in main room at the gathering to update participants list with corrected information.
- Always prepare TWO extra welcome packets; one for the historian and one for the President, as well as a few extra for late registrants.

Information Included in Materials:

1. *Pre-gathering Information*

Information could/should be sent out in two parts; the first part early – several months before the gathering and the second part just a month before.

- 1st part information needs to include:
 - A short explanation about the theme and logo
 - Hotel information – cost, how to contact, and any deadlines
 - Airport shuttle information
 - Who to call or write about being a Wisdom Circle facilitator (if any are still needed)
 - Who to call or write about being a vendor
 - Who to call or write about doing a workshop (if any are still needed)
 - Site and activities for those who choose to come early or stay after

- 2nd part information needs to include”
 - What to bring – any special items, such as scarves, etc
 - Reminder about Follies and to bring any costumes, instruments, etc.
 - That there will be an altar and everyone may bring something for it
 - What the weather might be and suggestions of what to wear
 - What time the registration table will be setup and where
 - A reminder about the empty chair and the healing chair.
 - That there is a “Crone Share” table – a place to put brochures, handouts, etc.
 - If there is free parking at the hotel or RV space available.
 - If a conference center, how gratuities will be handled.

2. *Welcome Packet Information*

- Information to include:
 - Daily schedules
 - Workshops and workshop presenter’s bios
 - Circle leaders’ bios
 - List of artisans
 - Some sort of welcome page
 - Participant list – work with registrar on this
 - List of CC Board members and how to contact
 - Perhaps a bit about the logo, how it ties to the theme, the artist, etc.
 - Crone circle identification – usually a sticker on the front
 - A blurb about the charity for Outreach
 - Follies time and sign up sheet

- Some of the information that is in the pre-g pages such as altar, empty chair, crone share table, free time activities suggestions if there is a free time, etc.
- Somewhere in materials, suggest limited or no use of perfumes in consideration of those who are sensitive to scents.
- Other options include: (most of these can be put on the Crone Share Table)
 - Crones Counsel History
 - Crone (an explanation)
 - Concern/requests sheet

3. Information for Publicity (work with publicity chairwoman)

- Dates of gathering
- Location of gathering
- Theme and logo
- Info on what the gathering is about
- The CC Mother Board will coordinate publicity with the Web Mother

Packaging:

Welcome Packet: Information has been packaged in a variety of ways at previous gatherings--sometimes in booklet form, sometimes in lots of single sheets, sometimes given in a folder or a clear 9 ½ X 11 plastic envelope, or stapled in sections and given out in a bag of some sort.

The main thing to remember is to make the type large enough for all to read, enough information so people don't have questions about what is happening or where things are happening, not so much paper that it is overwhelming and keep the information organized so it is easy to read.

WRAP-UP SESSION

After the Closing Ceremony of the gathering, it is essential that members of the Local Planning Committee and the Crones Counsel Mother Board met for a wrap-up session.

The purpose would be to discuss the entire experience in detail, giving each person time to give feedback. Particular focus should be on the following questions:

- what worked?
- what didn't work?
- were your expectations met?
- which committees needed more or fewer members?
- which committee(s) needed more money?
- what unexpected things happened?

And, then,

- new ideas for various parts of the program.
- suggestions for changes in future years.

Finally, give feedback to the Crow for contacting the authors of this Planning Booklet to update content.

This booklet was designed to assist local Crone Circles in planning a Crones Counsel national gathering. Please send any questions or feedback to

annie lehto via email at cronenancy@q.com

or

Carol Friedrich via email at cronecarol@earthlink.net

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