



## FAQ's about hosting a workshop

### What is the cost for hosting a workshop?

Marcia charges a flat consultation fee depending on the type of event and number of days/preparation involved. The typical 3-day Worship Workshop *Live!* event is \$3,000 plus expenses for 2008-2009.

Beyond the fee, there are also expenses that include:

- coach class airfare at cost from Reno/Tahoe airport  
*Marcia usually makes her own flight arrangements but works to get you the best price by shopping early and shopping around. You will need to reimburse Marcia for the airfare as soon as the ticket is purchased so she does not incur interest charges on a credit card. If the trip is shared with other events, each host will share the fare equally.*
- ground transportation to and from the airport  
*This is usually around \$84 based on mileage for two round-trips to take and pick Marcia up*
- transportation in host city  
*Usually someone from the host church is assigned to transport Marcia. Remember that Marcia travels with a suitcase full of workshop materials so plan for enough room for two suitcases, a drum bag and a carry-on. If you prefer, Marcia can rent a car at your expense.*
- hotel at a moderately priced hotel, non-smoking room  
*If Marcia is speaking at a retreat or conference center, standard features of a room should include a private bathroom and no roommates. It is Marcia's policy not to stay in someone's private residence. Please let us know if there will be no blow-dryer provided since she only packs it if necessary.*
- food (including food during travel and tips)  
*Marcia enjoys having dinner on Friday night with folks (either as part of that evening session or after it) and lunch after worship on Sunday if time allows before heading to the airport. Since the workshop on Saturday takes a lot of energy, Marcia prefers to have dinner alone at the hotel that night.*

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- baggage fees, handling and hotel housekeeping tips
- a flat communications fee of \$25 to cover phone, fax, and copies made in preparation for the consultation

### **How can we afford to host a worship workshop with Marcia?**

Marcia has offered her workshops in churches ranging from very small to very large. Many churches have found creative ways to make this possible. Here are some registration ideas used by churches who hosted a Worship Workshop *Live!* weekend:

- Several churches have brought Marcia in as part of a grant from the Calvin Institute or Lilly Foundation
- See if there are funds available from the District or Conference (a regional body) to underwrite part of the event
- Charge registration for the Saturday workshop per individual and additionally offer a discounted price for a group  
*For example: \$35/per person or \$100 for a worship team of 4 or more*
- Invite area churches to become “host churches” at \$250 each to underwrite the event and offer unlimited attendance to the workshop for those churches as well as a per-individual fee for others not “hosting”

### **How do we publicize the workshop?**

Here are some ideas:

- Produce a brochure for mailing – see samples at the end of this document
- Advertise in area publications
- Advertise in district or conference news sources
- Ask your District Superintendent or Bishop (or other regional leadership) to recommend the event to churches/pastors
- Send out information on e-mail lists in your district/conference
- Provide an article for newsletters or other publications in your area on worship using any of Marcia’s writings that you will find on her “Reflections” blog
- *The best publicity is word-of-mouth and personal invitation!! Plan ahead to get the word out!!*

### **What do we need to do to prepare for the Worship Workshop Live weekend?**

- Send Marcia videotapes of your services at least 2 months in advance of the workshop (tip: don’t just show the chancel area... it is good for Marcia to get a feel for the whole worship space and the congregation)
- Schedule a telephone conference with Marcia at least 1 month before the workshop to discuss worship issues specific to your congregation
- Invite a group of interested persons involved in worship to the Friday evening session

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- Plan Sunday worship with Marcia in the month preceding the workshop
- Assign someone to transport Marcia from/to the airport, hotel and church
- Consider having a group provide drinks for breaks as well as make lunch available at the church to expedite a one hour lunch break and provide ease for participants. Include the cost of this in the registration fee.
- Contact Cokesbury and order Marcia's book, *The Worship Workshop: Creative Ways to Design Worship Together* to have for sale at the event. This is very important. Allow 2 weeks for delivery. Usually ordering a number of books that represents 50% of anticipated participants will be sufficient. You can always return unsold books.

### **What are the needs for the one-day workshop?**

- A fellowship-hall type space where people can sit around tables for the first and last sessions
- A sanctuary space for the second and third sessions  
*Note: if only one space is available for the day, that is fine but not preferred*
- An LCD projector and screen in both spaces (we can move them from space to space if needed)
- Someone available to run Marcia's powerpoint presentation
- Newsprint and easel and colored markers
- Lavalier (hands free, cordless) microphone
- Have few editions of The Faith We Sing songbooks available (or make copies of songs needed – get a list from Marcia)
- Have a pianist (must be good sight-reader) available *at least* for the afternoon session, if not all day
- Have a steady supply of water available for Marcia throughout the day and a private office or room where she can eat lunch and have a short break before the afternoon sessions begin