



RECOMMENDED STEPS FOR SETTING UP A COMMUNITY WORKSHOP

At-a-Glance

1. Determine/research local community groups you would like to invite to the community workshop.
2. Find a local person in the community that you can work with to help set up the workshop.
3. Establish location, layout and A/V requirements.
4. Determine in advance how, where and when you want to promote the workshop.
5. Determine SDOP handouts that may be needed.

A. Determine/Research area community groups to invite to the community workshop

As you begin to plan the workshop, some helpful resources available to help you learn about which grassroots community groups are in the area that you could invite to the workshop include:

- The Internet. One way of locating organizations is visiting the city/government website and looking at community organizations listed that may meet SDOP criteria
- Funders. Look at different funders in the area and who they have previously funded. For example, there may be a community foundation in that local area.
- Local community groups/service agencies, community newspapers and other community publications. These resources may have information on grassroots groups that could be invited to a workshop.

B. Find a local person in the community that you can work with to help set up the workshop

Some examples of local contacts in a community could include someone from a community-based group, from a SDOP previously funded group or it could be a SDOP Presbytery/Synod local committee member or staff person.

C. Location, layout and A/V requirements

- Choose a location that people from the local community can get to fairly easily.
- Determine in advance whether you will need a specific layout for the room set up, AV equipment etc... and make the appropriate arrangements.

D. Determine how, where and when you want to promote the workshop

Presentation Sites:

- Presbytery/Synod Office
- Neighborhood/Community Centers
- Places of worship

Opportunities for Presentations:

- Minutes for Mission
- Community Newspapers
- PC (USA) Church-Wide Events/Ecumenical Events

Media Contacts:

- Local free Papers
- City Newspaper-Community/Religious Sections
- Synod/Presbytery Newsletters
- Radio Stations

Placement of community workshop information:

- Community Outreach Centers
- Community Foundations
- Church Bulletin Boards
- Other Community Groups/Social Service Organizations

E. Determine SDOP handouts that may be needed

Determine in advance what SDOP handouts you might need and that may be a valuable resource after the workshop has ended. You may contact PDS at 1.800.524.2612 or pds@ctr.pcusa.org. Please request your resources at least 15 days in advance of the workshop. When contacting PDS have the following information available: the PDS# of the resource you intend to order, the title of the resource, the quantity and the mailing address to which resources should be mailed. Refer to the *SDOP Resource List* for additional information on ordering resources.