



## 1-Day Regional Workshops for Women Coaches: Game Plan for Host Responsibilities

Responsibility	Host Conference/Institution	WeCOACH
<b>Commitment</b>	Financial commitment* (below) and the confidence 100+ women coaches/admins will attend	Staff available for planning and staffing day of event
<b>Point-of-Contact</b>	Provide a point-of-contact to serve as liaison with WeCOACH for planning and event execution	WeCOACH staff member will serve as liaison to conference/institution
<b>Facility</b>	Secure space with seating capacity for minimum of 125 participants & pay rental fee if required (or waive)	Provide specs for site, including setup, sound system, wifi needs
<b>Catering</b>	Select caterer and provide contact information to WeCOACH	Select menu and pay full cost
<b>Parking</b>	Identify on-campus/venue parking location	Communicate parking details to all speakers and participants
<b>Hotel</b>	Recommend, reserve and pay for 2 rooms/1 night for WeCOACH staff	Communicate recommended hotel to participants
<b>Programming</b>	Collaborate with WeCOACH to determine topics and recommend panelists/roundtable presenters  Collaborate on keynote speaker  Secure commitments from speakers (if needed); and provide contact info to WeCOACH	Provide schedule template; direct conference/institution POC to secure diverse coaches for panels  Secure keynote commitment  Communicate logistics and expectations to speakers
<b>Event Promotion &amp; Registration (Registration Fee = \$90pp)</b>	Promote to all women coaches and administrators at member institutions; promote to regional high school and club sports programs, as appropriate	Run registration through WeCOACH website; Promote to all WeCOACH members, NCAA Women Coaches Academy Graduates through e-blasts, website and social media channels
<b>Complimentary Registrations</b>	Select 4 individuals from host conf. for comp registration (i.e., POCs, indiv assisting w/ logistics)	Provide link to register complimentary attendees
<b>Day Of Event</b>	POC arrive early - assist w/ setup, registration, greet speakers; remain on site all day & breakdown	Arrive early - direct and assist with setup, registration, and greeting speakers; remain on site all day
<b>Post Event</b>	Participate on debrief conference call one week after the event	Survey participants for feedback; meet with conference/institution staff for debrief one week after event
<b>*Financial Commitment: 1 host conference=\$1000, 2 conferences=\$1500, 3 conferences=\$2000, 4+ conferences=\$2500</b>		