



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

Responsibility	Host Conference/Institution	WeCOACH
Commitment	Financial commitment* (below) and the confidence 100+ women coaches/admins will attend	Staff available for planning and staffing day of event
Point-of-Contact	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
Facility	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
Catering	Select caterer and provide contact information to WeCOACH	Select menu and pay full cost
Parking	Identify on-campus/venue parking location	Communicate parking details to all speakers and participants
Hotel	Recommend, reserve and pay for 2 rooms/1 night for WeCOACH staff	Communicate recommended hotel to participants
Programming	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
Event Promotion & Registration (Registration Fee = \$90pp)	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
Complimentary Registrations	Select 4 individuals from host conf. for comp registration (i.e., POCs, indiv assisting w/ logistics)	Provide link to register complimentary attendees
Day Of Event	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
Post Event	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
*Financial Commitment: 1 host conference=\$1000, 2 conferences=\$1500, 3 conferences=\$2000, 4+ conferences=\$2500		