

Hosting a Disability Concerns Workshop

The Committee on Disability Concerns invites you to be a host site for a Disability Concerns Workshop. The workshop contains six modules: Disability and the Church, Disability Basics, Language, Attitudes, Access, and Programming. Approximately 5½ hours are needed for the program; additional time for registration and lunch will factor into the schedule for the day.

Expectations for the Host Church

- Invite members of your church/charge—especially church leaders, worship volunteers, and hospitality volunteers.
- Advertise the event to churches in your cluster and/or district.

Expectations for the Committee on Disability Concerns

- Present the workshop.
- Provide a registration site for the event.
- Advertise the event through IGRC Communications.

Negotiated Expectations

In order for the Committee on Disability Concerns to plan the event and determine registration costs, please provide the following information.

Date of Workshop: _____

Location of Workshop:

Host Site: _____ Room: _____

Address: _____

City/State/Zip: _____

Building Usage Fee (if any): \$_____

Continental Breakfast (choose one):

___ The host church will provide light continental breakfast items at a cost of \$_____ to each registrant (to be collected through the conference's registration site and reimbursed to the church after the event)

___ The Committee on Disability Concerns is expected to provide light continental breakfast items for the event and the cost to be included with the registration fee

Lunch (choose one):

___ The host church will provide lunch at a cost of \$_____ to each registrant (to be collected through the conference's registration site and reimbursed to the church after the event)

___ The host church will provide a list of local restaurants registrants may patron during an hour-long lunch break

Snacks: The host site will provide light refreshments for breaks

Audio/Visual Capability: The host site is equipped with a projector and screen.

Host Site Rep: Printed Name

Signature

Date

Please turn in this form to Anthony Stauder (astauder@igrc.org) or Rev. Beth Fender (BFender@igrc.org).