

<i>CiRCE's responsibility</i>					Timeline	<i>Host's responsibility</i>				
CiRCE/Host Communications	Promotions	Financials	Lost Tools of Writing materials	Resources		CiRCE/Host Communications	Promotions	Financials	On-the-ground help	Resources
Decide a date with host	Provide template for registration form Provide plan for marketing	Decide prices to charge with host			Initial tasks: 3-6 months recommended lead time	Decide a date with CiRCE	Use CiRCE template to create registration form	Decide prices to charge with CiRCE Pay deposit to CiRCE (10 percent)		Arrange a facility and pay for it
	Provide flyer Provide brochures Provide information on audio-postcards				3 months		Print flyers, registration forms	Charge tuitions		
	Announce workshop on CiRCE website				2 months		Local marketing: Advertise to the community (e.g. send letters with flyers to schools, emails to homeschoolers monthly.)		Find help for childcare	
			Mail (or email text) materials to host Provide instructions on how to assemble the binders		1 month		Email list to remind them of deadline		Find help for building set-up and clean-up, for childcare (if applicable), for food service (snacks, coffee, etc.) Find somebody to man table at the event—registration, materials inventory,	Assemble binders for participants (get help for this). Have resources, equipment on hand (tables, chairs, marker boards, markers, name tags, etc.) Read our detailed list for more information (See “How to host a

									collect payments	workshop" page.
					3 weeks					
					2 weeks		Email list to remind them of deadline	Pay for snacks and supplies, printing, advertising and mailing		Provide snacks, paper plates, napkins, cups, coffee stirrers, cream, etc.
					Week before		Email list to remind them of deadline			
					Day of			Pay remaining 90 percent for consultant's fee Administer receipts and payments	Make sure you have somebody to man the materials table: --Look after collecting payments --Look after inventory --Do book-keeping at end and give to workshop leader	
					Week after			Pay for CiRCE consultant's travel expenses		