

STAFF BRIEFING

40 Days of Love Small Group Connections

2008- 40 Days of LOVE Small Group Connections					
Day Date	Sun. 9/14	Mon 9/15	Tues 9/16	Wed 9/17	Thurs 9/18
Location & Time	Place 7:00pm	Place 7:00pm	Place 7:00pm	Place 7:00pm	Place 7:00pm
AL-1	name	name	name	name	name
AL-2	name	name	name	name	name
SG Staff	name	name	name	name	name
CL-1	name	name	name**	Name	name**
CL-2+	name	name	name**	Name	name**

- Role of AL's: to be responsible for the overall conduct and success of the connection.
- Role of SG Staff: to make sure all set-up and materials are complete, greet and assist group seekers. Input new group rosters into unassigned down line in Group Manager.
- Role of the CL's: Help with set-up, greeting, facilitation of seating people at tables, helping answer questions where needed and consolidate groups as needed.

Set-up (SG Staff)

- 20 Round Tables, 8 Chairs each
- Water, Coffee
- Plastic table cloths, affinity signs, name tags, Sharpie markers, pens, NCR forms, handouts.

Program (Nightly Area Leader)

- Led by AL who provides overview and expectations, and gently facilitate progress by individual tables.
- Handout for each person with questions and agenda
- AL facilitates selection of Host
- Groups that form should decide on next meeting: when, where, and fill out group roster form.
- Groups that don't form should get suggestions, instructions and guidance on next steps.
- People who want an international group should give us their contact information and language need and we will connect them later.
- AL meets with selected hosts, provides encouragement and next steps.

Handouts (AL to create and administrative staff should bring to Connection location)

- Icebreaker and Connection Questions
- NCR Form one per group of the group roster form.
- "Host Home Starter Kit" for Selected Host.

Affinity Signs (assign to someone to have made)

- 2 signs each of Singles 20's, Singles 30's, Singles 40's, Singles 50's
- 2 signs each Men, Women, Adults 60+, Work Place Groups,
- 3 signs each Couples and Mixed Couples + Singles by Geography