

## **Presentation Information Sheet for Event Planners**

### **Presentations available in a variety of options:**

- 60-90 minute introductory class (ideally followed up with longer presentation at a later time for more complete information) - appropriate for Sunday Adult Class or other shorter functions
- 3 hour workshop/forum (often Saturday mornings or Sunday afternoons)
- Series of 3-4 weekly classes of 60-90 minutes length (weekdays – midday or evenings)

### **Presentations are an excellent opportunity for shared ministry with local congregations to the community and for community organizations to provide information to area seniors:**

- Inviting other area congregations (ELCA and otherwise) as well as the local community is encouraged
- Publicity material templates (newspaper article, flyer, etc.) can be provided by CodaConversations

### **Presentation materials:**

- Presentation utilizes PowerPoint – a screen and a small table for laptop computer and projector is needed, as well as reasonable proximity to an electrical outlet
- Several pages of templates will be provided to the event organizers for copying in order to create a small packet of materials for each participant to take home
- Each participant will receive a copy of Oregon Health Decision's *KEYConversations* booklet, at \$1/booklet (cost met through participant payment, registration fee, or event budget)
- Copies of the book *InAdvance: A Practical Guide for Making Your Own End-of-Life Health Care Decisions* will be made available for optional sale at \$10/copy (it contains presentation information and some people prefer buying it to taking copious notes) – other optional materials will also be available for purchase

### **Presentation costs:**

- Speaker usually receives honorarium of \$100-\$300, depending on number of presentation hours and travel costs – this can be covered by
  - Congregational/group/organization budget item (i.e. health ministry) and/or
  - Requested donation at the door (usually about \$5-\$10/person – no one turned away due to inability to pay)
- The event organizers are asked to provide coffee/tea and light snacks, especially for longer presentations (some forums have been planned around a finger-food potluck)
- Handout copying costs to be met by sponsoring organization/congregation

### **Questions? Contact Gretchen for more information!**