

Hello everyone, here is my final report from hosting the Western States Zonal Forum here in Region 51, January 2020.

I hope that with this report, it will help the next region host a great event for January 2021!

**Find a hotel: things to be mindful of...**

1. Free Wi-Fi
2. Airport shuttle to and from hotel
  - a. Try to find a location that is close to the airport
3. If possible breakfast included in the room rate
4. It is a great bonus and helped us saved a lot of money finding a location that allowed us to bring in our own food, snacks, coffee and drinks
5. Check if the room block rates can be available a few days before and after the actual zonal forum
  - a. Remember that we are now a 3 1/2 - 4 day event.
  - b. I suggest approximately 35 rooms in the room block
6. The conference room that we will be using, be sure to ask if they will lock that room up at the end of business each day
  - a. I found this to be extremely helpful so that people did not need to lug all their stuff back to their room each night
7. ADA compliant rooms available in our block
  - a. I asked for at least three of them
8. AV capabilities & equipment

**Working with NAWS, World board, work group leaders and facilitators:**

1. Contact NAWS/WB about them coming to event
  - a. I just provided them with dates and location initially
  - b. Once the agenda was sent, I made sure to send that to them
  - c. It was suggested that I CC Nick Elson on everything because he is the one who packs all the stuff to be shipped for the zonal forum
  - d. I also CC'd the facilitators
2. Depending on which work groups we have going on, if you feel they could be helpful, contact them
  - a. Theo was extremely helpful. Although there was not much the work group could do for us this time, it was nice having the back up
3. Create a loose agenda, post it on Loomio
  - a. Ask other regions if they have a special request to be put on agenda
  - b. Create a rough draft coinciding with local fellowship development, local fellowship night and anything else that might be restrictive because of local logistics
  - c. Facilitators will finalize the agenda
  - d. When it comes to local fellowship development, be clear in your communication with NAWS/WB what your expectations are of them
    - i. I found it really helpful to talk to Paul and Hammed about the local fellowship in southern Utah

### **Local Fellowship, The MOST IMPORTANT PART:**

1. Secretaries
  - a. Two people, well-versed in service, preferably at least at the regional level. Choose wisely
    - i. I provided them with the agenda and time slots
  - b. They also helped with rides and random tasks throughout the weekend
2. For the fellowship night, collaborate with a well attended local meeting (either Thursday, Friday or Saturday Night)
  - a. I believe that the reason the Saturday night “Spuds and Speakers” event went really well is because I was able to ask my home group to help host it. Choosing to do the fellowship night in place of a regular well attended local meeting definitely helps with attendance
  - b. The home group members are what made that event so successful. They donated food & drinks. Set up and teardown and of course attendance
3. A Runner or two
  - a. This is a local member or two who can help with rides, set up, teardown, random errands. I would recommend someone physically fit (lol- Timothy has to carry a lot of items!)
4. Fellowship development night
  - a. Talk to your regions, your RCM’s
  - b. Be considerate in planning
    - i. What do they really need? How can we be the most helpful?
  - c. Because our event was on Thursday and delegates were arriving that day, I would’ve planned for more substantial food to be at that event. Just some thing that I would’ve done differently knowing what I know now
5. I really cannot stress enough about the support that the local fellowship can offer

### **Went Well, I would recommend:**

1. A lot of snacks
2. Easy access to a smoking/vaping/fresh air area
3. Having a working lunch, lunch delivered
4. Having everyone Pay for a working lunch, the Saturday night event, and the southern Utah event definitely helped (more about this in the financials report)

### **Not so hot, If I knew then what I know now:**

1. Ask my region to pay for my room
  - a. Because we hosted it here, the region did not pay for my half of the room that I shared with another RD. Knowing the work that it takes now, I would’ve asked my region to pay for the room. If I did not stay there it would’ve made it 1000 times more difficult
2. Have local meeting options, addresses and times printed/posted in the room
3. Have a few local restaurants that are close by printed and posted
4. A clear plan for rides
  - a. It ended up working out OK, but it was constantly “who’s driving? Who can I ride with? How will we get there?”
5. The room rate / group code was very flustered on the hotel side. If I were to do this again I would make sure that the hotel has a better system in place
6. Substantial food at the fellowship development field trip on Thursday. I did not think about people just getting off of a flight and would possibly be hungry

## **Financials:**

I tried to be mindful in planning about:

- Trusted servants per diem
- A donation to the group for the fellowship night
- Donation to the Zone if possible
- Trying to break even or a donation for region
- Most bang for your buck on snacks while still making sure they are good!

I had everyone donate \$10 for the fellowship development night in southern Utah. \$13 for a working lunch that was delivered by a local member. \$15 donation for the fellowship "Spuds and Speakers" event. That totaled \$38. I know that most of us get a \$55-\$60 per diem and I figured that it was a fair number considering they would have snacks available and two meals already paid for.

During the fellowship night on Saturday, we had a \$5.00 suggested donation for the fellowship. Because the food was inexpensive and a lot of it donated, we brought in a good amount of money.

## **Expenses:**

Snacks, coffee, working lunch, pizza delivery & Fellowship event food and stuff	\$662.81
\$100 donation to Saturday Night Unloaded homegroup	\$100.00
Conference room rental	\$500.00
<b>Total Expenses</b>	<b>\$1,262.81</b>

## **Income/Donations:**

WSZF donations (including the \$38.00 requested)	\$1,313.44
Saturday night Fellowship event donations	\$329.00
<b>Total Income/Donations</b>	<b>\$1,642.44</b>

$\$1,642.44$  (Income/Donations) -  $\$1,262.81$  (expenses) =  $\$379.63$  (left over)

Suggesting a donation to WSZF in the amount of \$150.00

That leaves a donation back to R51, with ALL expenses paid, in the amount of \$229.63!!!

I don't remember in years past if other regions were able to break even, let alone have a donation to the zone and the region. I believe that this was possible because of good planning and even better execution with the help of the local fellowship.

I want to thank everyone again for your participation here in Region 51! We really enjoyed hosting this event and hope that we don't wait too long to do it again!

ILS-

Tina N, RD Region 51