



K E E P  
**OKLAHOMA**  
B E A U T I F U L

**Community Workshops**  
2024-25 Affiliate Host Guide

## **Hosting a Workshop:**

We are excited that your Affiliate organization will be showcasing your community through the Community Workshop. Here are the steps to host a workshop to encourage area residents, organizations, and municipalities to implement healthy, sustainable practices.

### **Step 1: Choose a Date**

- Tuesday, Wednesday, and Thursday work best.
- The Fall Workshop is typically held the last week of September or the first week of October.
- The Winter Workshop is typically held the last week of January or the first week of February.
- Avoid dates that conflict with holidays, school fall and spring break, conferences other Affiliates attend like the Oklahoma Municipal League (OLM) mid-September, and Oklahoma Recycling Association (OKRA) mid-October.

### **Step 2: Choose a Venue**

- Secure a venue that showcases your community. Attendees prefer ones with ample, free parking.
- Arrange a room that accommodates 35-50 guests. A confirmed headcount will be given a week before the event.
- The space must have audio/visual capabilities, including wifi, internet access, HDMI hookups, a projector, a screen, and a podium. Large rooms require a microphone.
- The Affiliate host will serve as the contact person for the venue.

### **Step 3: Book Catering**

- Work with a local restaurant to cater the event.
- Breakfast catering includes fruit, donuts, pastries or bagels, orange juice, and coffee.
- Lunch catering includes boxed lunches or a buffet and dessert.
- Coffee, water, and soft drinks should be available all day.
- KOB will provide recycling bins for aluminum cans and plastic bottles.
- The Affiliate host will serve as the contact person for the caterer.
- KOB will pay for catering directly.

### **Step 4: Prepare Event Budget**

- KOB provides a \$1,500 budget, thanks to our sponsors, so attendees do not have to pay a registration fee and the Affiliate host will have no expenses.
- The budget includes the venue space, catering, and supplies.
- KOB will pay the venue providers directly.
- If the Affiliate has any authorized expenses, KOB will reimburse them upon providing the receipts after the event.

