



## ***GROWING GREENER: CONSERVATION BY DESIGN*** **SPONSORING A WORKSHOP**

Due to state funding, Natural Lands Trust can provide, at no cost to the sponsor, staff time conducting the workshop. This includes our travel expenses and all workshop supplies.

Sponsors are responsible for handling registration and workshop logistics. This includes:

1. Printing and mailing the registration brochure. We will create a brochure for you that can be inexpensively reproduced in-house or at a copy center;
2. Securing a meeting room(s) capable of holding approximately 50 people and suitable for viewing slides, accommodating diners and allowing the break-out for the design exercise with groups of six to eight persons per table;
3. Providing a screen or wall for a slide presentation (the larger the better).
4. Providing a light dinner, usually a buffet meal works best;
5. Collecting the registration fee and forms and maintaining a list of registrants. As our sponsor, your organization keeps the fee to offset the costs of food and postage; and,
6. Assisting the day of the workshop, handling registration, providing an extension cord for our projector and ensuring the screen is set up, and that the dinner arrives;
7. A sign-in table and name tags are also helpful.

The workshop usually begins at 4:00 p.m. with a slide presentation followed by questions and discussion that can extend into the dinner hour. An after-dinner design exercise involves participants in designing their own conservation subdivision using M & M candy. The workshop ends by 9:00 p.m.

Please call Monica Drewniany, Community Planning Program Manager or Ann Hutchinson, Community Planning Director at 610-353-5587 for further information.