

HOST TRAINING

QUALITIES OF A HOST

- Write
- Represent
- Speak
- Connect

RESPONSIBILITIES OF A HOST

- E-Mail Volunteers
- Get Materials - Materials will either need to be picked up from the LW Headquarters or be delivered to your site. Specific details about your event materials will be given by your liaison.
- Lead a Volunteer Huddle - General talking points below
- Make the Event Awesome - Connecting people and creating atmosphere
- Check In Volunteers
- Spread the Word on Social Media
- Return Materials/Supplies

E-MAIL VOLUNTEERS

The day before the event introduce yourself and confirm important details (i.e. where to park, where to meet you, what to bring).

Sample E-Mail

Subject: LOVE Week - Serving tomorrow at Crisis Assistance Ministry

Hello.

My name is Jamie and I will be your host for tomorrow's LOVE Week event at _____.

I wanted to send you a quick e-mail with some details about tomorrow. We will be meeting at Crisis Assistance Ministry (500 Spratt Street, Charlotte, NC 28208). There is general parking in front of the building or you can park near Second Harvest Food Bank right next door. Please arrive by 8:45 AM. I'll be waiting for you at the Volunteer Entrance (there's a big sign near the Donation Drop Off). Last thing, don't forget to wear closed toe shoes.

We'll see you tomorrow. If you have any questions please feel free to contact me at jwaldron@elevationchurch.org or call 704.618.4521.

Jamie Waldron
LOVE Week, host.

GET MATERIALS

Depending on your organization and event you will either pick up your supplies at the LOVE Week warehouse or it will be delivered to your organization. Your liaison will have the information closer to LOVE Week and will communicate with hosts about the status of their supplies.

LEAD A VOLUNTEER HUDDLE

The most important role of the host is to connect people and create a great experience for volunteers. This begins with bringing volunteers together at the start and end of each event.

Host Opening Talking Points

Introduce Yourself	Hi and welcome to Love Week! I'm _____ and I go to Elevation Church.
Introduce LOVE Week	Big news. You're participating in something historical - Love Week - which is our chance to love on the city through service. You'll be a part of 60,000+ hours, 1,000+ events, 150+ organizations served...it's going to be crazy!
Plug the Local Church	Before we dig into the event, I want to introduce all of the awesome churches serving with us: _____. I encourage you - if you aren't plugged into a church, come see us during the event! We'd love to get you plugged in.
Make a BIG DEAL	Make a BIG DEAL about kids serving.
Introduce Organization	Today, you're volunteering at _____. The _____ organization serves in Charlotte, they are currently doing the following: _____...
Introduce Project	We'll be working on the _____ project. For more direction, let me introduce you to _____, our contact at this organization.
Pray	

Host Closing Talking Points

Thank the volunteers	Thank you for serving today...
Review the Project / Impact	Today we were able to accomplish _____.
Plug CONNECTION in the Local Church	Today was great -- It's so fun to serve the community together. I want to encourage you to take the next step and begin to serve in the local church. Volunteering or getting connected to a small group will allow you experience life change and see others lives transformed.
Plug ONGOING opportunities at the organization	If you loved serving here... COME BACK. Here are three ways you can serve again at _____.
Plug upcoming church events	One more thing before we pray, we wanted to extend an invitation to the Elevation Worship Live Worship Recording on Friday Night at Time Warner Cable Arena. Jump online and get a ticket today.
Pray	

MAKE THE EVENT AWESOME

Add music, decorations, name tags, etc. Focus on connecting people and getting to know your volunteers... HAVE FUN!

CHECK-IN VOLUNTEERS

Log onto events.elevationoutreach.com

Click **Event Host** link (on the right sidebar of the webpage)

Choose **Check In**

Use the **search bar** to find your event

Check in volunteers

Choose **Individual (<50)** or **Group Check In (>50 people)**

Individual Check In: Click **Checkin Button** for everyone who is present.

NOTE: IF THE INDIVIDUAL HAS A GUEST YOU WILL BE TAKEN TO ANOTHER PAGE TO CHECK IN THAT INDIVIDUAL. YOU MAY CHECK IN 'ALL GUESTS' OR INDIVIDUAL GUESTS.

Group Check In: Write number of adults and number of children. Select **Save**.

SPREAD THE WORD ON SOCIAL MEDIA

- #LOVEWeek
- Give your organization a shout out
- Tweet pictures of volunteers serving, stories about your experience, and before/after pictures

RETURN THE MATERIALS

[SIMILAR TO GETTING SUPPLIES]

Depending on your organization and event you will either be returning your supplies at the LOVE Week warehouse or it will be picked up from your organization.

Your liaison will have the information closer to LOVE Week and will communicate with hosts about the status of their supplies.