



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.

How Can We Help:

We Can Provide Speakers:

- KOB will contact and arrange speakers and agenda for the workshop.
- We gather the PowerPoint or other presentations and will be the contact for the speakers.
- We run the A/V system; however, we ask that you secure a contact person at the venue who we can contact in case of technology issues.
- We like to feature at least one speaker from your community and welcome your suggestions.
- A representative from the Affiliate or your community can welcome attendees and speak briefly during the opening comments. If your mayor, Council Members, or City Manager is available, we welcome them to say a few words.

We Manage Registration:

- KOB sends out email invitations to our vast list of city managers, mayors, solid waste managers, soil conservation specialists, environmental managers, tribal representatives, Affiliates, and past workshop attendees.
- We will be glad to add your contacts to our list if you would like to add local guests.
- We will send you a list of registered guests a week in advance.
- KOB staff will manage the registration and name tag process.
- The Affiliate host will help welcome guests the day of during registration.

We Provide Door Prizes:

- We provide a few t-shirts, coffee mugs, and other door prizes. We welcome items from you and your community to include in door prizes.

We Pay the Bills:

- Thanks to our sponsors, we offer Workshops at no cost to our Affiliates and communities.
- Send venue and catering invoices to admin@keepoklahomabeautiful.com. We will pay the vendors directly.
- If the Affiliate host incurs any miscellaneous expenses authorized by KOB, we will reimburse you through receipts you provide after the event.

We look forward to working with you to host the Community Workshop! If you have any questions, contact Justin Wilson, Affiliate Coordinator, at justin@keepoklahomabeautiful.com, 405.286.9141.

Workshop sponsored by

