

# Synod Assembly Venue Assessment Form

Host Congregation/Ministry/Agency

Person(s) completing form, contact info, date of submission

Primary meeting venue (name, location, general description)

*Synod Assembly 2027 will include the election of a bishop. This is usually accompanied by a higher attendance than the typical Synod Assembly. Maximum voting membership is currently at 165. While it is not expected that all will attend, plans should be made with the maximum in mind. Additionally, there should be space for visitors, but this is not an absolute requirement. There is a lot that goes into planning a Synod Assembly, as this form demonstrates.*

## Venue Details

### **Assembly Chamber (Business Meeting Room)**

*Preferred seating is classroom style (including tables) for voting members with all facing the front of the chamber. In addition, two head tables are required (one for officers and one for minutes staff). Visitors do not have to be seated classroom style (theater style being sufficient).*

\_\_\_\_\_ Total seating in classroom style with tables. \_\_\_\_\_ (Y/N) Can two head tables be provided?

What type of chairs are provided (e.g., metal, plastic, upholstered, etc.): \_\_\_\_\_

If classroom-style cannot be provided, what is the alternative offered by the venue?

*As this is a business meeting of a deliberative assembly (with more than a few elderly members), an adequate sound system is vital. At least one podium with microphone (attached or not) is needed and so is at least one microphone on the floor of the chamber (with a microphone stand). One or two additional microphones would be helpful but are not critical. Additionally, electrical outlets for the head table and minutes table are needed. WiFi is also important but not an absolute necessity. HVAC matters. Lastly, is the facility ADA compliant?*

\_\_\_\_\_ How many podiums are provided?      \_\_\_\_\_ How many microphones are provided?

\_\_\_\_\_ (Y/N) Are there ample electrical outlets for computers at the head tables?

\_\_\_\_\_ (Y/N) Is WiFi adequate for 150 simultaneous users (who are not streaming)?

\_\_\_\_\_ How many bars of mobile data service is available inside the Assembly Chamber?

\_\_\_\_\_ (Y/N) Is there air conditioning adequate for 200 people?

\_\_\_\_\_ (Y/N) ADA compliant?

<p><u>Notes (if any).</u></p>
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\$ \_\_\_\_\_ Per day cost of the Assembly Chamber

**Antechamber**

*The antechamber/lobby is typically used for registration, beverage service, and exhibition, but other rooms may be used if available. It is important that the space be not too cramped, especially for the registration table. If necessary, exhibition space may be done without.*

\_\_\_\_\_ (Y/N) Can the antechamber accommodate two tables for registration?

\_\_\_\_\_ (Y/N) Can the antechamber also accommodate beverage service?

\_\_\_\_\_ In addition to these, how many tables could be included to accommodate exhibitors?

<p><u>If any of the above cannot be accommodated in the antechamber, what are the alternatives?</u></p>
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\$ \_\_\_\_\_ Per day cost of the Antechamber.

**Assembly Office**

*The Clerk of the Assembly needs an office with a desk and chair in which to prepare ballots, process submissions, etc. This space should be sufficient to accommodate a computer, printer/copier, paper cutter, and work area for assembling ballots, etc. It should not be too far from the Assembly chamber.*

\_\_\_\_\_ (Y/N) Is there an adequate room that may be used as the Assembly Office?

\_\_\_\_\_ (Y/N) Is there WiFi? \_\_\_\_\_ (Y/N) Is there an ethernet LAN with an RJ45 port?

\_\_\_\_\_ (Y/N) Are there at least two electrical outlets?

\_\_\_\_\_ (Y/N) Can the office be secured when not in use?

Notes (if any).

\$\_\_\_\_\_ Per day cost of the Assembly Office

**Conference Room**

*The biggest project that takes place outside the Assembly Chamber is the counting of ballots. This space should be large enough to accommodate twelve people. It should have either a conference table or multiple smaller tables and chairs. It must be private. This room may be used for other committee meetings (e.g., R&C and ResComm).*

\_\_\_\_\_ (Y/N) Is there an adequate room that may be used as a conference room?

\_\_\_\_\_ (Y/N) Is there WiFi? \_\_\_\_\_ (Y/N) Is there an ethernet LAN with an RJ45 port?

\_\_\_\_\_ (Y/N) Are there at least two electrical outlets?

Notes (if any).

\$\_\_\_\_\_ Per day cost of the committee room.

**Breakout Rooms**

*Though not absolutely required, breakout rooms for workshop sessions can be a bonus. We need to know the number of rooms, the capacity of each, the arrangement (e.g., at some colleges there are lecture rooms set up with theater seating bolted to the floor), whether there is built in sound and projection, and any associated cost.*

Rooms, if any, available for breakouts:

Room Name	Capacity	Arrangement (classroom, theater, conference, etc)	Sound (Y/N)	Projection (Y/N)	Cost

Notes (if any).

**Restrooms**

\_\_\_\_\_ (Y/N) Are the restrooms sufficient for a meeting of 200 people?

\_\_\_\_\_ (Y/N) Are there easily accessible ADA compliant restrooms?

Notes (if any).

**Parking**

*While simply having enough parking for a large meeting is essential, the distance from parking to the meeting area is important because many of our attendees are elderly. Likewise, change in elevation should be limited.*

\_\_\_\_\_ (Y/N) Is there adequate parking for a meeting of 200 people (many of whom are elderly)?

\_\_\_\_\_ (Y/N) Is parking free? \_\_\_\_\_ Cost (if not free)

**Kitchen Facilities**

*Though rarely available, some venues have kitchen facilities that may be used (often with a fee).*

\_\_\_\_\_ (Y/N) Are there kitchen facilities that may be used by Synod Assembly personnel?

\_\_\_\_\_ Cost (if not free)

Describe kitchen and terms of use (if any).

**Lodging**

*Any two-day Assembly necessitates that a significant number of Assembly be lodged. On-site lodging is not a requirement, but many prefer it.*

\_\_\_\_\_ (Y/N) Is there on-site lodging?      \_\_\_\_\_ Capacity      \_\_\_\_\_ Cost per room

\_\_\_\_\_ Number of hotels/motels within a 5-minute drive

**Beverage & Food Service**

*Most conference centers require that their in-house food services be used. Some few allow outside caterers (including the synod's own personnel) to provide food service. This is usually the most expensive and complicated aspect of Assembly planning.*

\_\_\_\_\_ (Y/N) Does the venue have an in-house food service?

\_\_\_\_\_ (Y/N) If so, is it required to use the in-house food service?

\_\_\_\_\_ (Y/N) Does the venue allow outside caterers to serve at the venue?

If there is an in-house food service, attach relevant brochures, menus, costs, etc.

Notes (if any).

## Human Resources

### **Registration**

*Staffing the registration desk is more important (and complicated) than it may sound. What happens at the registration desk establishes the basis for the quorum of the Assembly and certifies who may legitimately participate in the Assembly. To illustrate just how important this is: in 1995, the first ballot for bishop was nearly tossed out, and the second ballot was tossed out, forcing a roll call of the Assembly, because of errors made by the Committee on Registration & Attendance at the registration desk. Attention to detail is important. That said, we restructured the registration operations a few years back. The Committee on Registration & Attendance is an oversight body constituted of voting members, while a staff of registration workers (who are often not voting members), headed by the Registrar, works the desk. The questions below relate to registration staff. These should be local people. The registration "crush" happens before the Assembly convenes, but some staff is needed throughout the Assembly to deal with late registrations and the registration of alternates.*

\_\_\_\_ (Y/N) Can the host congregation/ministry/agency provide 4 registration desk workers who can begin working 2 hours before the Assembly convenes on Friday, being dismissed 30 minutes after the Assembly convenes?

\_\_\_\_ (Y/N) Can the host congregation/ministry/agency provide 2 registration desk workers who can begin working 30 minutes after the Assembly convenes on Friday and work until the Assembly adjourns late in the afternoon?

\_\_\_\_ (Y/N) Can the host congregation/ministry/agency provide 2 registration desk workers who can begin working 45 minutes before the Assembly convenes on Saturday and work until the lunch recess?

\_\_\_\_ (Y/N) Can the host congregation/ministry/agency provide 2 registration desk workers who can begin working at the lunch recess on Saturday and work until the Assembly adjourns late in the afternoon?

### **Ushers & Pages**

*The term "ushers" describes various functions (and sometimes persons):*

- *regulate the doors of the Assembly Chamber and the Bar of the Assembly;*
- *welcome people and direct them to things like restrooms;*
- *distribute printed materials at the direction of the chair, secretary, or the Chair of Reference & Counsel;*
- *direct people, in case of an emergency, to the exits;*
- *assist the chair, secretary, Clerk of the Assembly as needed (including fetching things).*

*Pages are youth who help ushers, especially as gophers and runners—pages are not required. While a regular usher can welcome people, some teams like to have designated greeters. Ushers need to know where things are (like restrooms, dining hall, emergency exits), and ushers need to be politely firm (especially with clergy) about sitting on the proper side of the Bar of the Assembly. Ushers can work in shifts.*

\_\_\_\_ (Y/N) Can the host congregation/ministry/agency provide 4 ushers on the floor whenever the Assembly is present at the venue (and beginning 90 minutes before the Assembly convenes

on Friday, 30 minutes on Saturday)?

**Beverage Service (if not provided by venue)**

*If the venue does not provide beverage service, some alternative arrangement is desirable—while the bishop does not drink coffee, others apparently consider it a sine qua non.*

What alternatives for beverage service exist if not provided by venue?

**Worship**

*Synod Assembly worship has been handled in different ways at different times. While opening and closing rites as well as in-session devotions take place in the Assembly Chamber, there are many who prefer the Assembly mass to be held in a "real church." It should be noted that, per our bylaws, all worship arrangements are at the discretion of and under the ultimate supervision of the bishop.*

\_\_\_\_\_ (Y/N) Does the host congregation/ministry/agency want to host the Assembly mass at its own building (or someplace other than the Assembly Chamber)?

*With respect to the proposed worship site, it is important to know location, seating capacity, accessibility, HVAC, musical resources, and hymnals (if any) in the pews.*

Describe the worship site