“How to Conduct a Seminar Tips”

7 30 2020

**The Basics**

* Know your subject.
	+ The videos and supplemental materials teach.
	+ Simple is better. If you don’t know what you are saying is correct, don’t say it.
* Identify your audience.
	+ College bound
	+ Teens
	+ Pre-teens
* Get buy in.
	+ Pastor
	+ Youth minister
	+ Ministry chairperson
* Decide presentation date and time.
	+ July, October, February, April and audience dependent
* Determine presentation format and length
	+ Introduction – presentation – discussion – summary
	+ Introduction – presentation/discussion questions/presentation/discussion questions… – summary
* Promotion
	+ Invite your neighboring parishes; team up
	+ Calling and email
	+ Bulletin, website, pulpit announcements …
* Logistics
	+ Video licenses: archdiocese, ACDVO (Empowerment Project) or permission
	+ Room set up
	+ Technical capability (Do not take anything for granted. Have a Plan B.)
	+ Refreshments
* Debriefing
	+ Audience evaluation – simple: “worth time, liked, can be improved”
	+ Planners’ critique