



TELEMACHUS

DATING & MARRIAGE WORKSHOP

HOST MANUAL

2015

DATING & MARRIAGE WORKSHOP

Building loving and lasting relationships is an important priority for many of us. For a marriage that will go the distance we need insight about everything from dating in our culture and various personality types to key factors that will enhance our union and how to protect it.

Jill and Rick Woolworth developed the **Marriage and Dating Workshop** drawing from experiences and lessons learned over 40 years, including Jill's 14 years as a Marriage & Family Therapist and Rick's 35 years on Wall Street.

This unique combination of business experience and a marriage therapy practitioner's views within a husband and wife team offers participants practical and honest information. Couples report years later that suggestions put into practice have made a profound difference in their relationships.

Thank you for your willingness to host a **Marriage and Dating Workshop**. This booklet provides a checklist and templates to help you with that process. If you have any questions, please do not hesitate to contact Laurel Meath at laurel@telemachusnetwork.org.

CHECKLIST

TIMELINE

- ENLIST CO-HOSTS** *(optional)*
- CREATE A LIST OF ATTENDEES**
- SECURE A VENUE**
 - SPACE SUITABLE FOR ANTICIPATED GROUP SIZE *(25 – 50 works well)*
 - CHAIRS *(tables not important)*
 - PROJECTOR, SCREEN, CONNECTORS
 - 2 MUSIC STANDS *(instead of podiums)*
- EMAIL INVITATIONS** *(template below)*
- CREATE EVENT ON TELEMACHUS FACEBOOK PAGE**
 - Any member of the group can post. [Facebook.com/groups/Telemachus](https://www.facebook.com/groups/Telemachus).
- PREPARE MATERIALS**
 - NAME TAGS, PENS
 - SIGNS *(if applicable)*
 - HANDOUT OF SLIDES *(The file will be emailed to you shortly before the workshop. Single sided copies will need to be made for each participant.)*
- SECURE A PHOTOGRAPHER**
 - Typically someone in the group who is willing to shoot several angles while the workshop is in session.
- ARRANGE FOR FOOD**
 - Snacks, coffee & water are fine. Nothing complicated.
- COLLECT RSVPS AND TRACK RESPONSES**
 - Please keep Rick & Laurel updated.
- SEND CONFIRMATION EMAILS TO THOSE REGISTERED** *(template below)*
 - Please include article attached to read in advance.
- EMAIL FINAL ATTENDEE LIST WITH CONTACT DETAILS TO LAUREL**
 - Please note which attendees should be invited to the Annual Gathering.
- SEND FOLLOW-UP EMAIL** *(template below)*
 - Please include link to feedback survey.

TEMPLATES

1. INVITATION

It is your choice whether to email an invitation directly to participants, create an electronic invitation using a service such as Paperless Post, or an online event management program like EventBrite. Whichever you choose, the invitation should include the following:

GENERAL INFO

EXAMPLE:

Please join us for a Telemachus Dating & Marriage Workshop

EVENT DETAILS

1. DATE

2. START AND END TIMES (Workshop lasts 2 ½ hours)

3. COST

There is no cost, but a \$10-\$20 contribution is occasionally requested to help you cover food and materials.

4. LOCATION

Include a map and helpful parking details.

5. REGISTRATION DEADLINE

6. CONTACT

7. WORKSHOP DETAILS

EXAMPLE:

As men and women in our 20s and 30s, building a loving and lasting relationship is an important priority for many of us. What does dating well look like in our culture? How do we build a marriage that will go the distance? What are the best practices and no-go zones? Jill and Rick Woolworth will share their experiences and lessons learned over 40 years, including Jill's 14 years as a Marriage & Family Therapist and Rick's 35 years on Wall Street. Participants will have the opportunity to reflect and share on these issues in small groups. The workshop will not be "churchy" in tone - come as you are!

8. LEADER BIOS

EXAMPLE:

Rick Woolworth is a graduate of Dartmouth and Stanford Business School and a 35-year veteran of Wall Street, having spent the bulk of his career at Morgan Stanley. He currently dedicates his time to Telemachus, a non-profit he founded that focuses on mentoring emerging leaders in the US. Rick is married to Jill, a marriage and family therapist, and is the father of three daughters. He resides in Greenwich, CT and is a passionate golfer who is still working on his first hole-in-one.

Jill Woolworth is married to Rick, the mother of three daughters and a proud grandmother. She resides in Greenwich, CT and has been a commercial banker, an a cappella singer, a full-time mother, a Bible study leader, and a French tutor. She co-founded Women of Vision Fairfield County and has been a marriage & family therapist for 14 years. She attended Dartmouth College, Stanford University and Fairfield University. She enjoys reading and sports, but is not as keen a golfer as her husband.

RSVP PROCEDURE

You may choose to take RSVPs via email or enlist an RSVP specific service. If you send out electronic invitations, RSVPs will be included.

WHERE TO GO FOR MORE INFO ABOUT TELEMACHUS

Website: telemachusnetwork.org, Facebook page: facebook.com/groups/telemachus

(INVITATION CONT.)

If you send an electronic invitation, you'll need a cover email. Here is a recent example for a Life Vision Workshop using EventBrite.

EXAMPLE:

Dear Friends,

Please join us on (DATE) as we host friends Rick and Jill Woolworth for a Life Vision Workshop. This will be a time for us to focus on finding clarity of purpose in our lives through reflection and strategic thinking.

It is rare that (NAME) and I get a moment of time to ourselves where we aren't discussing schedules, kids, budgets or the like. But when we do, and we can step back from the daily chaos to think about the future, we often realize how easy it is for life to just happen to us.

This short (3.5 hour) workshop will be a time for us to escape the tyranny of the urgent and think about the future together. This is not about a life vision for bigger, better, newer, more. This is about finding clarity of purpose so we can steward well the time, energy, and money God has given us.

If you're interested in joining us, you can [go here](#) for more information and to sign up. Please don't hesitate to contact us with any questions.

We hope you can make it.

Best,
(NAME)

*NOTE: If you need the Telemachus logo, it is on our Flickr page at <https://www.flickr.com>.
User: telemachusphotos Password: Telemachus1*

2. CONFIRMATION EMAIL (for those who have registered)

EXAMPLE:

Dear Friends,

You are confirmed to attend the **Marriage & Dating Workshop** this (DATE) from (START TIME) to (END TIME) at (LOCATION.)

Rick & Jill Woolworth will lead the gathering and you will be one of (NUMBER) attendees. The attire is casual and a suggested donation of \$10 per person is requested to cover the cost of snacks and materials.

(You are also welcome to join us afterwards for (MEAL) at (LOCATION.))

(HELPFUL TRANSPORT OR PARKING DETAILS)

If you have any questions in advance, please call or email (NAME, CONTACT DETAILS.)

Looking forward to seeing you on (DAY)!
(NAME, TEL NO.)

3. FOLLOW-UP EMAIL (with feedback survey link)

EXAMPLE:

Dear Friends,

We are thankful for your participation this past (DAY) in the **Dating & marriage Workshop**. Please take a moment to share your feedback by completing a brief survey at <http://survey.constantcontact.com/survey/a07e6w3wt1yhbr44lqb/a013ii3t4h7i4/questions>.

Check out <http://www.telemachusnetwork.org> if you want to learn more about Telemachus.

We hope our time together was an inspiration and a catalyst in encouraging you to strive for life goals that fit your unique gifts and interests, strengthened by friends and mentors who are committed to helping you live a flourishing life.

Wishing you all the best,
(NAME)

FAQs

Q: What is the format for the day?

A: Rick and Jill will lead the group through a series of topics where each participant writes down answers to the questions posed. They will also share insights from their own lives, and provide their answers to questions on the screen. Twice during the session participants will break into groups of four to share answers on selected topics.

Q: What is the desired age range for attendees?

A: We generally target ages 26 to 40, but it is certainly fine if there are some who are in their early 40s. We also prefer to have some senior men and women (singles and couples) participate and be in the small groups. As in all Telemachus events, we try to have two generations present who are wrestling with important topics and questions, with the hope that relationships will form and continue after the workshop.

Q: Is it important that attendees have a Christian faith?

A: We have done all types of audiences from purely secular, such as at the Stanford and Yale Business Schools, to purely faith-based audiences, as well as mixed groups. We pose the same questions but customize the language somewhat. It is up to the hosts to determine their preferences, but doing a mixed group certainly works for us.

Q: Is there an ideal sized group?

A: We have done groups from 10 to 50 people. The room may partly determine the ideal number. Up to about 40 people we can go around the room and do a couple of "popcorn" rounds by asking each person to share short answers, which creates a good group dynamic. Incidentally, if there is a maximum capacity, it's not all bad to tell people there is a size limit to get them to reply quickly.

Q: Should childcare be provided?

A: That is entirely up to the hosts. It depends upon the demographics of those invited, whether or not childcare will affect responses, if there is space at the venue, and if hosts are able to secure qualified adults to serve.

Q: Do The Woolworths have a preference for where they stay when in town to host a workshop? Do they need any assistance with travel plans?

A: Rick and Jill prefer to stay with the hosts in their home, if possible. This allows them to spend time with the hosts as well as keeps costs down. They will make their own flight arrangements and book a rental car.

Q: Are The Woolworths open to private meetings while in town for a workshop?

A: Absolutely! They are more than happy to attend as many meetings or meals as possible. Anyone should feel free to reach out to them.