



Initial Information for Potential Leadership Country Hosts

Thank you for your interest in hosting the Leadership Course.

Here is some general information on what is needed by a Country Host (CH). If you decide to submit an application, the Centre for Playback Theatre (CPT) will provide detailed guidelines that will include ideal pricing for the venue and more specific responsibilities for the CH and CPT.

Below are the main tasks that will require the assistance of a hosting country. From our experience, many other smaller tasks may arise. CPT and the Country Host will communicate clearly about this when the collaboration is confirmed.

There will be an Onsite Liaison from CPT present for the duration of PT Leadership. This Onsite Liaison will be responsible for any cash transactions, coordination with country host(s) and working in team with them and the Teachers, Assistant Teacher(s) on any other practical tasks as needed.

PT Leadership is now a 2-week residential, with an online segment to be completed beforehand.

The Schedule of Classes are usually as follows:

First week - 2pm Monday to 1pm Saturday

Second week - 9am Monday to 1pm Saturday, when a graduation ceremony happens, followed by lunch

There will be activities on most nights.

Fee to Country Host - There will be a token fee paid to the CH. The amount of this fee is based on the leadership budget and the workload of the CH.

Regarding Venue

No.	Tasks
1	Find a suitable venue - ensure space for all workshop activities. (Large classroom for up to 25 people and 2-3 smaller breakout rooms, good wifi)

	<ul style="list-style-type: none"> - Residential space (ideally with shared bedroom and single bedroom options) - accessible - international students transfer to and from can be arranged. - economically-viable (we will discuss the financial parameters with you).
2	Make reservation of venue in collaboration with CPT.
3	Venue should be able to accommodate various diet needs, or CH needs to find alternatives.
4	Be present on site to manage any venue needs, and to communicate with venue as and when needed. This is especially important if there are language issues with the venue.

Regarding Students

No.	Tasks
1	With CPT, create an information packet for students and teachers (about course, travel, and area introduction).
2	With CPT, help with VISA requests and letters when needed.
3	Manage the logistics of arrivals and departures of students and teachers (airport transfers, ground travel information, etc), including picking people up from train/airport if necessary.
4	Prepare and print welcome letter with information about the class and the site.

On Site

No.	Tasks
1	Be present on site to manage any venue needs, and to be the liaison among students, teachers, and venue. *Not needed if there are no language challenges between venue and CPT Onsite Liaison
2	Provide cloth and instruments (enough for small group work as well)
3	Prepare classroom materials (print notes, stationery, large papers, etc).
4	<p>Prepare reception (with CPT Onsite Liaison)</p> <p>The reception is a platform for students and teachers to meet and greet the local PT community socially. It takes place on one night of the class, and has its own set of tasks. Here are some of them.</p> <ul style="list-style-type: none"> i) Invite and collate responses from local PT community (before class starts) ii) Prepare the space (Layout, decoration) iii) Arrange food and drinks iv) Plan programme (with CPT Onsite Liaison)

5	<p>Prepare Graduation Ceremony (with CPT Onsite Liaison) This is the last day of the class, and has its own set of tasks as well. Here are some of them: i) Prepare the space (Layout, decoration) ii) Arrange food and drinks (snacks or lunch menu) iii) Plan programme (with CPT Onsite Liaison) ii) Print programme sheet</p>
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