

Name Tags

Purpose

To ensure all participants and team members have clear, readable, nametags, and to research and present each participant with the meaning of their name.

Way of Being

Excellent, creative, articulate, orderly.

Commitments

By saying 'Yes' to the role of doing Name Tags, you are committing to the following:

- ☐ Committing to all of the Team Ground Rules
- ☐ Knowing the details required within the Job Description of the job that will help set your team and training participants up for success
- ☐ Being on time, prepared, and fully present at all of the required team meetings, and the grad support meeting.
- ☐ Being on time, prepared, and fully present for all of the following calls: Support Call grounding call; any additional calls with your Coach, such as a team enrollment support call (as communicated by the Team Captain); weekly check-in call with your team Buddy; and the Team Debrief call following the training.
- ☐ Commit to personal transformation, curiosity, and humility in your own life throughout the team process
- ☐ Enroll participants into the training
- ☐ Make Support Calls

Mechanics

Before the Training:

1. Get access to reference books that give meanings to names, the sponsor will have a book for this purpose.
2. Purchase (or obtain from Sponsor) enough journals for anticipated number of participants.
3. Check to make sure there is one nametag per registered participant. There will need to be nametags for everyone, including participants, team, doorkeepers, registration team, and support call team. Have blank nametags on hand in case you need to prepare a new one.
4. Nametags should look highly professional and all be printed with the same look. Include the GAP Community Logo on the nametags, which can be obtained from the Sponsor. Print nametags with the largest possible font (e.g. 60 pt) for the first name. If you include the last name make it small (e.g. 12 pt)
5. Make all name tags prior to Set-up.
6. *Double **and triple** check spelling!*

7. Number participants tags on the back (in pencil) in alphabetical order. (This speeds up the process of alphabetizing nametags during the Awaken.)
8. Purchase stickers to decorate the participant's nametags for Day Four morning. **NOTE:** Keep your receipt to submit to the Sponsor for reimbursement following the training. Get some or all of your team members to support you in the decorating process on the night of Day Three after the training is finished for the day.
9. Make sure the Supplies person has an attractive basket available to collect nametags throughout the training.

During the Training:

1. On Day One morning, place each participant's journal at their chair and place nametags on top on a table outside (in alphabetical order) along with a pen.
2. Be prepared to print new nametags at all times. **This means you need to have access to a printer that you can use either on breaks or preferably in working order in a different room that is accessible.**
3. Be prepared to collect and hold nametags as participants leave the room. Use an attractive container, tray or basket to collect nametags.
4. Collect nametags Day Three night at dinner break and don't return them until Day Four morning before the Awaken.
5. If you brought stickers to decorate the nametags do it before the morning of Day Four.