

## **DJA Institute Host Overview** **DeEtta Jones and Associates and Client Responsibilities**

### **As the sponsoring institution, Client will provide:**

- Consultant with contact names and email addresses of all participants in electronic form at least ten (10) business days prior to event. This is requested in order to send a pre-Institute mailing to participants.
- A participant list including name, institution/library, title, address, phone number, and email address. Enough copies of this document should be made for all participants and facilitators
- Consultant options for appropriate lodging near the training space
- Assist Consultant in shipping back to Chicago, IL, any leftover materials at consultants' expense
- An appropriate sized meeting room (preferably the same meeting space for the entire duration of the Institute)
- Continental breakfast in or near the meeting room each morning, delivered thirty (30) minutes prior to the start of the Institute
- Afternoon breaks in or near the meeting room (approximately 2:15 pm delivery). This should include coffee (regular and decaffeinated), tea, water, juice and/or soda, and a light snack (ie. cookies, brownies, fruit)
- Round/square tables with 5-6 chairs per table plus one rectangular table for facilitators' materials
- Three (3) flipchart easels and six (6) flipchart pads, unless otherwise specified
- A projector and screen

### **As the vendor, DeEtta Jones and Associates will provide:**

- A program overview sent electronically to participants approximately seven (7) days prior to the Institute
- Specifically designed workbooks for all participants
- Workshop materials not provided by Client (markers, drafting dots, name tags, pens, etc.)
- Instruments/Self-assessments
- Handouts used in sessions or as supplementary
- Laptop
- Participant evaluations
- Evaluation summary
- Invoice for services rendered