**Greenhouse Invite/Launch Template**

**Planning Aid for Facilitators for an invite/launch event.**

This template is designed for Greenhouses who are just starting and want to hold an invite (an information evening on Greenhouse for anyone who may be interested) or a launch (an information evening for the teams who have signed up or are on the fence about joining Greenhouse) event.

**As you plan, remember the 5 ‘E’s:**

* Entice
* Enter
* Engage
* Exit
* Extend

Each of these stages is important for motivating and inspiring people through the event.

In your planning, remember what you’ve learned about the Ethos of Greenhouse – if you need a reminder, rewatch the relevant video in the facilitation training.

**ENTICE**

This begins before the event – it will probably take the form of an invite email, flyer or phone call. It could also include social media posts, brief video content of you saying how excited you are to be welcoming them all soon (handheld recording with your smartphone is fine).

| Suggested time allocation | Activity |  | Facilitator Notes | | Who is facilitating | Who is overseeing tech | | Objective |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Pre-event* | ***Set up of event space (either onsite or online)*** |  |  | |  |  | | *To ensure smooth running of your gathering* |
| 15 mins before start | **Setting those attending at ease- informal welcome time** |  | How will you do this in practice?  Let people know you will be starting promptly at xxx | |  |  | | *ENTER*  *Setting at ease* |
| 10 mins | **Introduction to event** |  | Enthusiastic welcome & thank people for their time  Introduce your facilitation team.  Explain a little of the plan for the evening. | |  |  | | *Put people at ease, make them feel safe & welcome*  *Set the scene.* |
| 20 - 40 mins | **What is Greenhouse.** |  | Using what you have learnt through the facilitation training share information on the following (and any other things you’d like them to know):   * What is Greenhouse? * Who is it for? * The Greenhouse ethos * What does a Greenhouse gathering look like? * What you will get out of the process/ Why would you join in? * An introduction to Godsend   You may also like to show the introduction to Greenhouse from +Mike, a video of current teams or facilitators or snippets from the facilitation training during this time.  It would also be a great time to share a Greenhouse promo video. | |  |  | | *ENTICE/ENGAGE*  *For people to feel confident and clear about what Greenhouse is & why they might join.* |
| 5-10 mins | **Next Steps** |  | Outline what the next steps are for teams wanting to join your Greenhouse  In this time you may want to share the gathering dates and venues for the next 2 years. | |  |  | | *Be clear about the next steps they need to take and how you will follow up with them.* |
| 5-25 mins | **Any Questions/**  **Invitation for interaction** |  | A time for those in attendance to ask anything which they don’t think has been covered.  AND/OR you could pose a question to those present to discuss how what they have heard is landing/how it connects with their work eg.  What inspires you from what you’ve heard? What would you like to do with it?  Where could you see Greenhouse connecting with your wider work/ministry?  What would you like to do next with it? | |  |  | | *Enable attendees to engage with what they have heard personally and make connections.* |
| 5 mins | **Closing reflections and prayer** |  | You could use the Greenhouse Prayer to close (scroll to end of document)  Thank them for their time- let them know how to connect if they would like to join the Greenhouse (invite event)/ or next steps (launch event) bless them on their way with energy and enthusiasm!  You may like to do a simple evaluation exercise as they leave where you invite people to answer two questions ‘what worked really well?’ and ‘what would have made it better?’ - they could either answer these on 2 sides of a piece of paper or have post its with two flipcharts as they leave - one for each question. | |  |  | | *EXIT*  *For each team to leave encouraged & envisioned.* |
|  | **Close** |  |  | |  |  | |  |

**EXTEND**

Post event

* Work out as a facilitation team how you will connect with those who came thanking them for coming and regarding the next steps for joining Greenhouse.

***Greenhouse Prayer***

God of love, you have called us to sow your good news afresh to each generation, to all people and all cultures.

We are your people; your church and we hear your call.

Help us to begin this journey with humility, knowing that it is you alone who guides our way and lights our path.

May our journey be one bursting with joy and full of the creativity and playfulness of your spirit.

Open our ears to hear your will, our eyes to see what is happening in our communities and our hearts to the lives of our neighbours.

May we be so deeply rooted in your love that we are able to love others as you love us and serve with real joy and grace.

Remind us to drink deep from your word, and in the difficult seasons turn our faces to you and be content to rest in prayer.

Teach us to be humble enough to accept the support and the wisdom of others and open to others who wish to join the journey.

Grow us together as one people, at all times practising peace and justice and nourishing one another.

May all that we are and do bear fruit, where we get things wrong may we learn and find new strength and where things go well help us to give the glory to you.

Inspire us and teach us to live your love with hope and joy, imagination and courage, for the sake of your world and in the name of Jesus,

Amen