



a place of spirituality, healing and growth

1200 Bedford Highway, Bedford, NS B4A 1C3 www.greatharbour.ca

Great Harbour is organized by a small group of people who believe passionately in the value of spiritual and healing disciplines that have arisen in our time, and who wish to spread involvement in these. We are all volunteers. There are no paid staff and no office. Each of us acts as a contact person for program facilitators. If you are not already connected with a member of this team by the time you submit a program online, someone will be in touch with you.

Please note

The only participation of the church secretary is to book your room in the church calendar, provide you with a key, and to receive the returned key, along with your remittance and the evaluation forms for your course. You should receive Great Harbour brochures from your team contact person once these are ready. If you do not, you can pick up them up from Bedford United Church during regular office hours (8.30 am - 12 Noon and 1-4.30 pm). Please feel free to call your team contact person about anything else you need to know.

Publicity

The Great Harbour brochure provides limited publicity for your program. Any publicity you can do for Great Harbour and for your own program will help to make your project a success. Attached on page 5 is a list of opportunities for free advertising which we encourage you to use.

Inviting of donations

In order to increase funding for the work of Great Harbour, we ask you to request a donation for Great Harbour at the end of workshops or talks that have been offered for free. We do not want people to feel under pressure if a program has been offered without a fee in the brochure. We suggest that you place a container at the door and explain its purpose. You would then return the donations to the church marked "Attention: Great Harbour Treasurer".

Great Harbour offers opportunities for growth in lifelong learning beyond the specific goals of Bedford United Church and Stairs Memorial United Church and for a much wider community. The interest in our programst is growing steadily and we would like to thank your involvement in this exciting project.

Good luck with your program.



TERMS AND CONDITIONS
REGARDING PROGRAMS AND FACILITIES AT BEDFORD UNITED CHURCH

The requirements for offering programs through Great Harbour are as follows:

Before the program

1. Please read these conditions fully
2. Pre book a room through the Church Office (Administrative Assistant, Bonnie Moir - 835 8497) between the hours of 8.30 am and 12 noon and 1-4.30 pm. If your program requires quiet or contains loud elements, please discuss this with Bonnie when making your room choice.

If you require the kitchen this must be stated when booking your space and an extra fee may be charged.

If you require special equipment, e.g. TV/VCR, overhead projector, flip chart, extra furniture etc., please make this known at time of booking.

Applying to offer a program

This is done through the Great Harbour web site - www.greatharbour.ca
Click on forms for program submissions.

Please fill in the required information as thoroughly as possible as it is the basis upon which courses are accepted for selection by Great Harbour. Please submit your application by the date given, as our publication production depends on this.

When your program is accepted

You will be notified of the acceptance of your program and its inclusion in our brochure for the following season.

Advertising will take place through our brochure but you are encouraged to advertise further, personally: see page 5 for details of other advertising opportunities.

Registration for courses is the responsibility of the course leader.

FEES.

Where a fee is charged for the course, the cost for the Presenter will be 20% of the intake fees, to be made payable to Bedford United Church via cash or a personal cheque. Return the fee with the key to the church secretary in an envelope marked Attention: Great Harbour Treasurer.

During the course

Parking should be in the upper parking lot, or, if necessary, in the parking lot across the Bedford Highway. The central office parking lot is for temporary visitors and deliveries.

The keys for the facility can be obtained from the church office. Return it upon locking up the facility when you leave by depositing it in the mail box located at the Sullivan's Hill entrance.

On leaving the facility please make sure that the space that you have used is left as it was before the program, with chairs stacked, coffee cups and equipment washed and returned to storage areas. All doors and windows are to be locked, regardless of who else is in the building.

At the end of the course

Hand into the office, or leave in the mail box located at the Sullivan's Hill entrance:

1. The key to the facility
2. In a separate envelope marked **Attention: Great Harbour Treasurer**, place:
 - the completed course evaluation forms.
 - the list of participants who wish to give email addresses for future Great Harbour information.
 - the 20% remittance to Bedford United Church, along with the number of people attending.

Thank you for your consideration and participation in Great Harbour.



Bedford United Church Facility

Booking

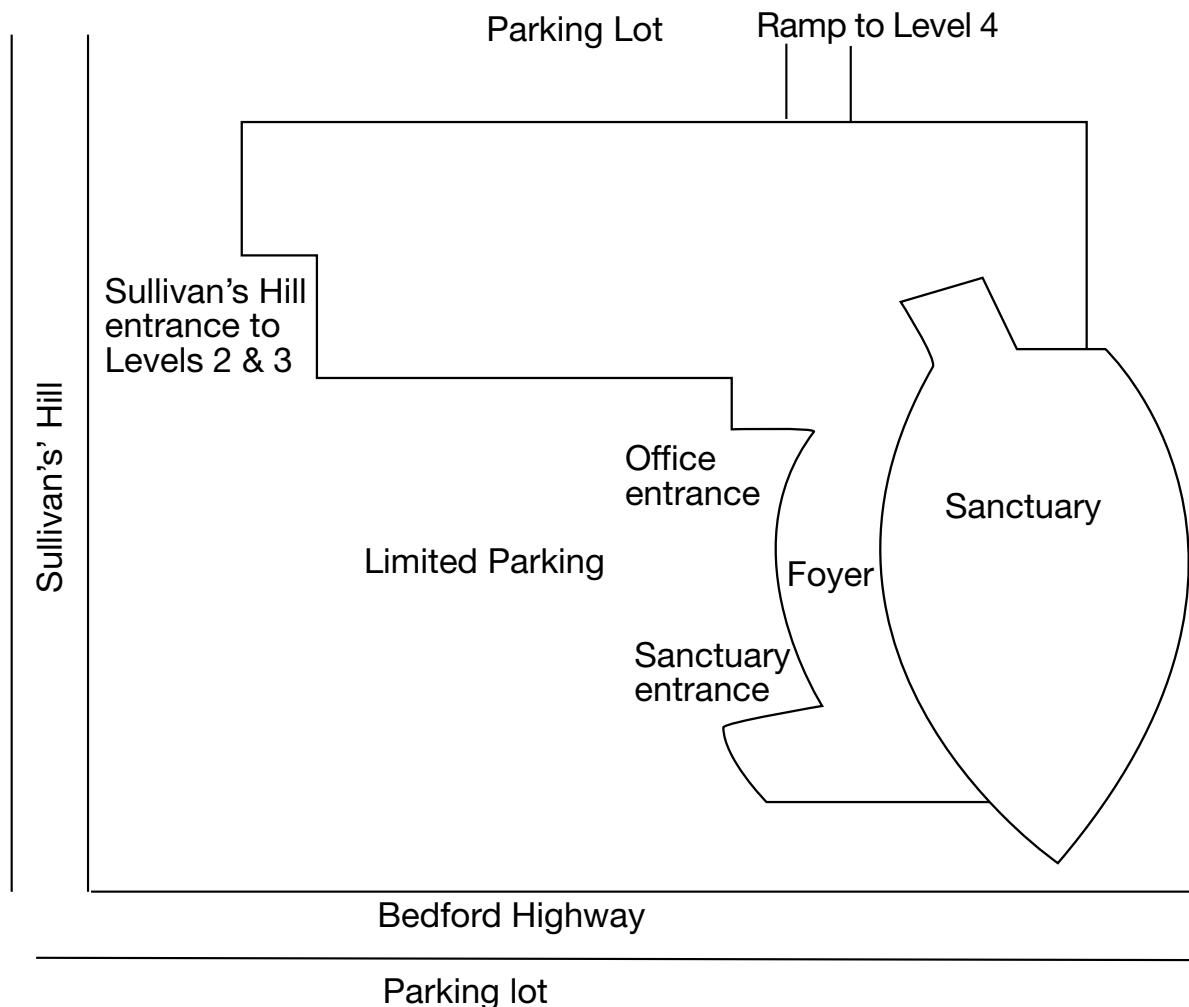
You will already have booked a room and other equipment through our church office (Administrative Assistant - Bonnie Moir).

Sound and Silence

Our facility is a multi-use building and many groups use it. We do not attempt to make it quiet for some and still allow for loud sounds when groups are exuberant or playing games. When you are booking you may want to check what other groups are near you if you require silence or create noise.

Direction

Below is a schematic of the facility to assist you. There are three entrances to the building in use during the week. You may want to put up signs at the entrances indicating to new participants which is most convenient for your group. The two entrances most used for groups are the Sullivan's entrance which accesses rooms on levels two and three, and the ramp entrance at the back for groups on levels four.





Publicity Advice for Program Facilitators

The Great Harbour brochure provides limited publicity. Please do your own additional publicity to ensure that your program runs. Here are some useful outlets for free advertising. Most are for non-profit events, but the Coast will take any low fee event in its "Events" column, covering Wed. to Wed. of each week.

Schedule According To Deadlines

Deadline	Provider	Contact info
2 weeks prior	CBC Radio Public Service Announcement For non-profit only	email: jackie_salmon@cbc.ca Fax: 420-4478 att Jackie Salmon
2 weeks prior	Eastlink community TV For non-profit events only. Won't include price amounts if there is a charge. Must be 15 words or less.	email: sabina.capaldi@corp.eastlink.ca call: 446-3588, for further information. Fax: 453-5714
Monday before Wed issue prior to event	The Coast	email: coast@thecoast.ns.ca Call: 422-6278 Fax: 425-0013
Tues before Sat prior to event	Chronicle Herald (Sat) (religion page for suitable programs)	Email: newsroom@herald.ca
Wed before Friday prior to event	Bedford-Sackville Weekly News, calendar page	Email: weekly@hfxnews.ca Fax: 422-5667 Mail: PO Box 8330, Stn A, Halifax, B3K 5M1
Varies slightly Call to request schedule	Bedford Magazine, "guides pages" Monthly publication	E-mail: editorial@graphicadvocate.ns.ca Call the editor, Shirley McLaughlin. Call: (902) 422-4990 ext. 228. Fax: 422-4728 Mail: Graphic Advocate Co Ltd, 130 Wright Ave, Dartmouth, NS B3B 1R6



Great Harbour
Program Evaluation

Name of Program _____

Date of Program _____

To what extent were your expectations/learning goals for this program achieved?
Not at all 1 2 3 4 5 6 7 8 9 10 completely

How did you hear about Great Harbour?

What did you like best about this program?

What would you have changed about the program?

Additional Comments about the program?

Is there a follow-up event you would like to see us offer?

Any personal comments to the program leader?

What will you do with what you have learned/experienced with this program?

If you would like to be sent emails about upcoming Great Harbour programs, write your email address below.



Program Leader's Comments re: Facilities

Important!

Please complete and return this form with payment to the church office in an envelope marked **Attention: Great Harbour Treasurer** immediately following program completion

Leader's Name _____

Address _____

_____ Postal Code _____

Tel. number (daytime) _____ (evening) _____

Email: _____

Program _____

Number of Participants registered _____

Did all completed program? _____ If no, reason given

Thank You for presenting your program at Bedford United Church. To help defray our costs you are asked to contribute 20% of your revenue received, for the use of the facility. Any donations received are to be contributed in the entire amount received.

Fee Charged? _____

Donations received _____

Total amount received _____

Amount paid to church:
(20% of fee received plus all donations) _____

Did you return the key to the Church office? _____

Or to the mailbox? _____

Was the room adequate? _____

Were the requested aids available? _____

Other comments or suggestions _____



Great Harbour

GREAT HARBOUR PROGRAMS

If you would be interested in hearing more about up-coming Great Harbour Programs, we are setting up a confidential e mail listing to provide information on future events. Your e mail address will not be disclosed by us and will only be used to let you know of Great Harbour Events. Please sign the sheet below if you would like to be included.

It would help us to improve our publicity if you would let us know where you first heard of this programme: Brochure, E Mail, Program Facilitator (P.F.), Newspaper (which?), Other.

Thank you

(please print clearly)

NAME

E MAIL ADDRESS

HEARD ABOUT COURSE?