

Genius Process – Logistics List

© World Copyleft 2020 ff. by Clinton Callahan. For use by registered Possibility Trainers only.
(Revised: 25. July 2002 by Clinton Callahan)

SPACE:

Is the room reserved? _____ Date? _____ By whom? _____

- The size of the room needs to be a minimum of 50 meters square for every 12-15 people.
- The room must have wall space OR pin boards for hanging 10 sheets of flip-chart paper.
- We ask that the Hotel staff not touch anything in the room overnight.

EQUIPMENT:

- One 2-meter table for every 6-8 people.
- One padded chair for each participant, plus 2 chairs for Facilitator and Assistant.
- Three more tables, one for food, one for water, one for personal belongings.
- One small table for the Facilitator's equipment.
- Two trash cans.
- One box of tissues
- One vase for flowers
- One large drinking glass for each participant with name printed on a label.

FOOD:

For an all day GENIUS PROCESS, the preferred food schedule is as follows:
All during the process people need to have access to a bottomless pitcher of drinking water, coffee, tea, juices, and a bowl of fresh fruit.

Food is left in the room for people to "graze" on if they get hungry. Our wish is to have people feel that there is plenty of food available, and yet not to have them eat big meals which uses all their energy to digest. People should arrive having eaten breakfast already. Client provides lunch, dinner and snacks.

TIMING:

09:00 Start time

10:30 Snack: buttered pretzels or finger sandwiches, carrot and celery sticks

13:00 Light Lunch: rolls, cheese plate, lunch meats, mustard, etc. for making sandwiches, yogurt

15:30 Sweet Snack: high quality cakes, cookies, etc.

18:00 Light Dinner: soup, salad, bread, butter

If the session is going into the evening, then late evening snacks may be required.

FINANCES:

Client is responsible for furnishing the work space as described, flip chart paper (60cmx90cm approximately) (50 sheets per every 10 participants), and food and drinks as described above for all participants, plus Consultant and one Assistant. Consultant will furnish all other materials.

DOCUMENTATION:

Client is welcome to use a digital camera - or - a roll of 35mm slide film to make photographs of the flip-charts created during the GENIUS PROCESS to document the work. Computer printouts or color Xerox copies from slides can then be produced by the Client at the Client's discretion.