

Word Alive Student Champions Guide



word alive

uccf:thechristianunions
making disciples of Jesus Christ in the student world



Thank you so much for taking on the role of Word Alive Student Champion for your CU. Student Champions play a vital role in helping people come to Word Alive. You'll be advertising, organising and encouraging others to come, enabling your CU to be at the event and benefit from all that Word Alive offers. We can't wait to see how God uses Word Alive to transform your CU. Thank you for being part of it!

What follows is information and advice on how to practically bring your CU to Word Alive.

August 2019

On site: Student bookings will launch on Wednesday 28 August, at Forum. Chat to your Staff Worker about your strategy for booking chalets and getting your fellow students to sign up.

- **Popular:** Offering good value for money, Popular apartments have a colour TV, a bathroom with a full-length bath and shower, and a lounge area.

- o Popular chalets (sleeping 4 people) are £520 or £130 per person.

- **Classic:** Classic apartments have all the facilities of Popular, but usually have a higher grade of equipment and are situated near to Pontins' main amenities.

- o Classic chalets (sleeping 4 people) are £560 or £140 per person.

Off site: For those staying off site, event passes also go on sale at this point. Student event passes are half-price costing £80/person and are available from the Word Alive website: **www.wordaliveevent.org/online-booking/offsite**. You can book event passes right up to the start of the event.

September – October 2019

Start encouraging people to sign up to come to Word Alive. If your CU has a history of getting a big group to go, you may feel comfortable to book the chalets you think you'll need, there and then.

If not, here are some suggestions and tips:

- **Speak to your CU leaders.** Tell them that you would like to organise a group to go to Word Alive and arrange a time for giving a notice at a meeting, to encourage people to come.
- **Give a notice.** The key thing about advertising is to be clear, enthusiastic and short! You could interview someone who came to Word Alive in the past and find out why they enjoyed it. Or you could speak from your own experience or tell people what you are looking forward to this year. You could even share our top five reasons to come to Word Alive:

www.uccf.org.uk/news/5-reasons-to-come-to-word-alive.htm

- **Show the promo video.** It will introduce people to Word Alive and give them a feel for what the event looks like and what to expect. The promo is available to stream from UCCF Social Media and our YouTube channel. You can download the promo from the UCCF website here:

www.uccf.org.uk/events/word-alive.htm

- **Hand out brochures.** The brochures give a few details about the programme and speakers at the event, accommodation and costs etc. If you'd like more brochures just call the Word Alive Office (0207 407 5863) and they'll send them to you.





- **Sign Up List.** Having given a notice, ask people to register their interest. It might be they sign up at a list on a notice board or send you an e-mail or you create a Facebook group for them to join – whatever fits!
 - o When people sign-up, ask them to pay the £25 non-refundable deposit to secure their place.
 - o If booking off site, we also recommend asking them for a non-refundable deposit as they sign up. Pick an appropriate cost based on the accommodation you have booked.
 - o If cost is a real barrier for someone signing up, chat to your Staff Worker, as they'll have some ideas of how to raise the money.

November 2019

- **Follow people up.** This is the crucial bit that can easily be missed. Having done the announcement and asked for interest, it's very important to follow up individuals, ask them if they'd like to come, answer questions etc. People often won't respond to the public notice but will be engaged by personal contact. The easiest way to do this is to write a generic message that can be sent round with minor edits rather than writing a new message to every individual.
- **Make a booking.** The on site units tend to get booked quite quickly so you may want to book a few units even if you haven't confirmed who is coming (you'll only need the group booker's name to make the booking i.e. yours!). But be careful not to book too many! You'll need to pay a £100 non-refundable deposit per chalet (£25/per person). Please note that on site student bookings close at the end of November. Any remaining student chalets will be released back to the general public after this date.

To book: go to the Word Alive website, www.wordaliveevent.org and click on the 'Book Now' link.

You'll need to:

1. Create a Word Alive account
2. Select the grade and quantity of chalets to book
3. Pay a £100 deposit per chalet (£25/per person) by credit/debit card.

Top Tip: Understand the layout of the park. We'll do our best to put all your chalets as close as possible but do make sure you book all of the same grade of accommodation (either Classic or Popular) if you can. If you are making a large booking also consider booking some units on the ground floor and some on the upper floor so that you can be in the same block.

- **Off site:** If your CU is staying off site, you'll need to book your own accommodation and event passes. Word Alive has put together an information pack with ideas and suggestions for making off site work for you: www.wordaliveevent.org/event/staying-off-site#making-it-work-for-you. You can find information on the UCCF website for you too: www.uccf.org.uk/events/word-alive-off-site

January 2020

Payment deadline: The balance for on site bookings is due by Wednesday 29 January 2020. This means the full payment for chalets needs to be received by Word Alive by this date.

Make sure those who've signed up to come to Word Alive pay you the final balance for their place in the chalet. Don't take on the financial responsibility for the chalet yourself.

You'll also need to complete the booking details by adding occupancy names and email addresses of those in your group before making final payment. These can be amended up until the event.

If you have spots to fill in your CU chalets and you can't find anyone else from your CU who wants to/can come, try getting in touch with another CU in your region to see if their chalets are oversubscribed and they could fill some of your spaces.

If you are really concerned about filling a chalet, do get in touch with your Staff Worker early on in the month to discuss options and strategy.

Top Tip 1: Aim for the 22 January, that way if anything goes wrong or you need to find someone to fill a chalet due to a last-minute drop out, you aren't scrambling on the final day.

Top Tip 2: You can encourage the person dropping out to do the initial search in the CU for someone to take their place - they'll have the financial incentive to find someone.

Top Tip 3: If you have an uneven number of boys and girls signed up, talk to your Staff Worker to see if other CUs in your region might be able to help you even out your numbers, so that you can stick to single-sex chalets.

February 2020

Top Tip: Spread these tasks out, so that they don't all come at once.

Remember, it will be easier to gather info while people are around at uni, than after term has finished.

Planning travel: From the end of January/beginning of February start organising travel. It may seem far ahead, but if anyone is coming by train and would like to book cheaper train tickets this is when to start booking. You can sometimes find cheaper train tickets when searching for split-ticketing options.

Send out more detailed instructions about what time people need to arrive, along with directions. Ask people to let you know if they will be coming (and where from) by car or train and if they would be able to offer others lifts (Google Forms can be a handy way of capturing this information).

There may be someone in your CU who is super organised and happy to help with the travel logistics – do ask for help with this if you need it.

- Plan return trains for after 11.45am on the final day of Word Alive, to give people some time to get to the station after the final meeting.

Planning meals: Start planning your meals and shopping lists. Start with a budget for food and work from there. Break it down for each meal and add some extra money in for snacks. Ask those coming to pay in advance for the food; you can then do an online order for the first day or go to one of the local supermarkets yourself, if you have cars in your group.

Don't forget to ask for people's dietary requirements. Getting these early and planning early will make it much easier to find recipes that will work for your group.

- If you have a big group, consider asking a couple of people to be catering organisers, who can take on the planning and ordering.
- Another option is for one/two chalets to organise their own meals together. This can work well for smaller groups too.

Pass on key information: As the event gets closer you can help your group by passing on information about travel, what to bring, programme updates etc. See the Word Alive website for useful information; you can also follow Word Alive on social media for regular updates. If you give Word Alive the details of everyone in your chalet (under booking details), then everybody will get the final information email that is sent before the event, so that will take the pressure off you communicating everything!

Last minute dropouts: Start by seeing if there's anyone else in your CU who would like to come or could be persuaded to come. If that isn't successful, then you can open it up to other local CUs or a bit wider within your region. If you're really struggling, then get in touch with your Staff Worker who may have heard of other regions that need spaces.

You can also use the Word Alive Forum as a resource to fill your chalet or organise lifts etc: www.wordaliveevent.org/forum



The Event: On arrival

On site: You'll need to collect your chalet keys in the Fun Factory from 4pm. Late arrivals will need to check-in at Pontins Reception. The keys will be listed under the name of the university, but you also need to know the name of the person who made the booking. You'll get all the keys of the chalets in your booking at once, so do make sure to swap numbers and communicate about arrival times and who is doing the check-in and distributing keys to avoid any confusion on arrival day.

Off site: You can collect your event passes from Word Alive Information at the Pontins Reception from 4pm. You'll also receive a hot drink voucher which gives you one free drink per day from the Word Alive Café in the HUB from Sunday 5 – Wednesday 8 April 2020. You may want to check-in to your off site accommodation first and then come on site for the evening celebration.





During Word Alive

Some student champions set up a rota for people cooking meals, arrange outings, social activities for the group etc! If you can do some of this, that is wonderful, but you might prefer to delegate roles out.

There will be a student champions' meeting in the UCCF marquee one lunchtime (we'll feed you too). Do come along to meet other student champions and the Word Alive organisers. We'd love you to share your feedback and ideas from your experience. Bring along your successor if you'll be passing on the role of Student Champion for your CU.



This guide has been produced, in partnership, by UCCF and Word Alive
Photos on pages 2, 5, 9, 10 and 11 by thereissomethingmore.com