**Lean Event Sponsor Contract**

**Name of Event**

The purpose of this contract is to help you and your team achieve successful event outcomes. As the event sponsor, it is critical that you support the team through:

* Empowering the team to make decisions regarding changes to the process within policy guidelines.
* Removing barriers and providing needed resources in order for the team to accomplish established objectives and goals.
* Participating from pre-event planning through sustainment of initiatives.
* Encouraging creative thinking to drive problem solving and positive outcomes.
* Influencing the team to develop the best solution without introducing pre-conceived ideas.

It is the responsibility of the Sponsor to ensure clarity regarding the coverage of event expenses including team members coming in from other locations.

**I understand the critical role that I play in making this event successful. As a Sponsor, I will follow the guidelines listed above to ensure the overall success of the team.**

Sponsor Signature:

Facilitator/Team Leader Signature:

Date:

Facilitator/Team Leader is to retain the signed contract with all other event documentation. Sponsor is to be given “Role of Lean Event Sponsor” sheet.

**Role of Lean Event Sponsor(s)**

**Prior to the event:**

* Work with staff to identify the process to be improved and the measurable results sought
* Work with facilitator/team leader to plan the event and draft the charter
* Commit to the event by signing the Sponsor Contract and committing the required resources
* Create the space/time for employees to step away from daily tasks
* Communicate purpose and support for event within agency
* Invite team members to event (May include communication with leadership/supervisors)

**During the event:**

Pre-event

* Attendance is critical – Kick-off the pre-event by communicating:
	+ Describe the importance of this work and the results to be achieved
	+ Empower employees to improve the process
	+ Endorse the space/time for employees to step away from daily tasks to participate
	+ Indicate commitment to the lean process
	+ Support the solution to be determined by the team

During the event

* Attend sponsor up-date meetings
* Engage with the group to further empower and support their work
* Be available to the group as required to resolve any barriers/issues that emerge
* Ensure communication and transparency

At the report out

* Attendance is critical
* Present what the opportunity was to sponsor an event
* Support the solution as determined by the team
* Provide recognition to the team (examples include certificates)

**After the event:**

* Participate in 30/60/90 day check-ins (as needed)
* Receive updates on implementation and assist with removing barriers to implementation
* Continued support for the solutions as determined by the team
* Availability and commitment to remove barriers during implementation