



Sharing Hope in Crisis Live Seminar Guidelines

Host Church Responsibilities & Requirements

Venue

- Seating – minimum of 500
- Attendance - targeted attendance for the seminar 250 to 500
- Additional room to serve lunch and/or snacks to attendees
- Accommodate technical requirements (see attachment, "Equipment & Set-up")

Pastor/Church

- Senior Church leadership is supportive of the seminar and agrees to promote it well
- Actively involved in community outreach and events

Planning and Promotion

- Identify one person as the Sharing Hope In Crisis Coordinator to serve as principle contact for the event
- Identify three or more churches to be represented on a Seminar Planning Committee
- Seminar Planning Committee to participate in conference calls periodically to discuss plans and updates
- Promote as a regional event, not "church" event
- One day prior, Sound Technician available at a mutually agreed-upon time for A/V check
- Arrange catered lunch and snacks (BGEA-RRT to reimburse)
- Agree to promotional guidelines as attached ("Church Promotional Plan")
- Provide all set up and tear down requirements related to event

Registration

- Place seminar information link for registration (provided by RRT) on church website(s) to promote seminar
- A per person fee of \$45 covers all materials and lunch
- Check this box if the host church plans to underwrite and reduce the per person fee to \$_____. (Total financial commitment by the church will be based on final number of attendees.)

Day of Seminar

- Provide 2-3 volunteers (for every 100 attendees) to assist with registration check-in and serving of lunch
- Provide table(s) (6' or 8') for check-in and provide space and table (6' or 8') for RRT exhibit
- Provide RRT with accurate list of attendees
- Provide Sound Technician for A/V support

RRT Responsibilities

- RRT travel expenses; airfare/mileage, lodging, rental car, meals
- Instructor (provides personal laptop for presentation) and RRT support staff for RRT exhibit
- Seminar manuals
- Lunch/snacks (budget up to \$7/lunch and \$3/snacks per person); RRT will reimburse church for food expense
- Promotional materials, including posters, 2-up and 1-up fliers, public service announcement to area radio stations, press release, graphics, promo DVDs, listing on BGEA-RRT website; downloadable SHIC Promo Video
- Shipping of materials