

Sharing Hope in Crisis Live Seminar Guidelines

Host Church Responsibilities & Requirements

Venue

- Seating Capacity – minimum of 250
- Targeted attendance for the seminar – 200
- Additional room to serve lunch and/or snacks to attendees (if provided on-site)
- 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
- Lunch and snacks provided by Host Church (can be fully paid for with church budget, with a “donation” basket, or in conjunction with fund-raising for church activities), or lunch off-site at nearby fast-food restaurants with attendees paying for their own meals.

Planning and Promotion

- Identify one person as the Sharing Hope In Crisis Coordinator to serve as principle contact for the event
- Promote as a regional event, not “church” event
- Place seminar information link for registration (provided by RRT) on church website(s) to promote seminar
- Use promotional tools provided by BG-RRT to invite church body, area churches, personal or professional contact groups, Christian schools, first responders, etc.
- One to two days prior to seminar, have Sound Technician available at a mutually agreed-upon time for A/V check
- Provide all set up and tear down requirements related to event

Day of Seminar

- Provide 2-3 volunteers (for every 100 attendees) to assist with registration check-in and serving of lunch (if provided on-site)
- 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 at close of seminar
- 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
- Promotional materials, including 2-up and 1-up fliers, public service announcement to area radio stations (if relationships are in place with radio stations), press release (if approved by BGEA-PR), graphics, listing on BGEA-RRT website; downloadable SHIC Promo Video(s)
- Shipping of materials