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| **TYB PREPARATION: CHECK LIST**  **Transforming Your Business Ministry Seminar** | | |
| **Business:** | **Location:** | |
| **Contact Person:** | **Contact Phone:** | |
| **Finalized Date of Seminar:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Sessions Scheduled:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Seminar Contact Person:**  **Phone:** | |
|  | **E-mail:** | |
| **First Contact: (Use First Contact Form)**  This Seminar is designed to:  (1) Present TYB Concepts  (2) Develop a Ministry/Action Plan.  - Agree to Pray and then decide. | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Decision?: \_\_\_\_\_\_\_\_\_\_\_\_\_ Follow-up: \_\_\_\_\_\_\_\_\_ | |
| **Second Contact: (Use Second Contact Form)**  **Gather Initial History, Make Arrangements.** | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **Order TYB from RTF Online Store** | Date: | |
| **DATE Email with Check List, Organization’s Preparation, (optional) Release Liability clause:** | DATE: Initials/Date call made: \_\_\_\_\_\_\_ | |
| **Basic Information:** |  | |
| Proposed Dates: | Finalized dates: | |
| Times of Sessions: |  | |
| Estimated number of participants: | Final estimated number of participants: | |
| **Teaching time/ministry time** of **3 Hours Required for each of 3 sessions.** | Day/Times of Sessions: | |
| **Select Presenting Issue?** |  | |
| **History:** Ask the business to provide a brief history of the organization, leaders, immediate surroundings, and region. | Follow up to insure that leaders have the History of the organization and the land. | |
| **Finances:** Expenses covered plus either a fee of \_\_\_\_\_\_\_ and/or a love offering. | | |
| Suggested minimum **"Love Offering/ Honorarium."** $1500 for Seminar Leaders. |  | |
| **Travel Expenses for Seminar Leaders**.  **Airfare or $0.30** for actual mileage.  Who will be making the arrangements?  (Some teams prefer to make their own arrangement.) | Airline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Departure: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Return: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Airport: \_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Rental/Borrowed Car for Seminar leaders? | Who will meet Leaders at destination: | |
|  | Rental Car: | |
| Lodging for Seminar Leaders: | Housing/Hotel/Private: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Host/Hostess name and phone number: \_\_\_\_\_\_\_\_\_\_  Address/Directions/Map: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date housing info sent to Seminar Leaders: \_\_\_\_\_\_\_ | |
| **Equipment:** | |
| Lapel Mikes: 2? \_\_\_\_\_ (or 1 + 1 Handheld?) \_\_\_\_\_ |  |
| Projector for Power Point? \_\_\_\_\_\_ |  |
| Have Flip Chart Stand plus Paper plus Markers |  |