

Dear Brothers,

I am looking forward to being with you. To prepare for the seminar, let's go over a few details.

1. Promotional materials can be found on the resources page of dynamicdeacons.com.
 - Sign up list
 - Promotional PowerPoint Slide
 - Flyer (add your contact information)
 - First bulletin article one (publish one month prior to the event)
 - Second bulletin article two (publish the week prior to the event)
 - Speaker Bio
2. Event materials are also on the resources page.
 - Participant notebook (copy 2 sided and staple or place in notebook)
 - Presentation slides (please download the PowerPoint version and load it on your laptop or PC; feel free to make copies for participants)
 - If you do not have a projector, remote to change slides, and laptop or PC, I will be happy to bring mine. Do you have an extra bulb just in case?
3. I recommend 3 men to a table to make room for materials, Bibles, and refreshments.
4. Could someone prepare name tags as attendees arrive (use a bold Sharpie; first names only).
5. If possible, I would love to have a portable microphone (and extra battery), white board (or black board), markers (or chalk), and eraser.
6. Has someone been assigned as greeter, registrar, and refreshments coordinator?
7. Can you get someone to lead a familiar song at the beginning of each session?
8. Thank you for taking care of my lodging. I am happy to stay at a member's home or hotel.
9. I will send you my travel expenses (mileage or airfare, car rental if any, incidentals).
10. Please send me contact information for one of the staff or elders in case I run into problems?
11. What do you hope this seminar will accomplish? What would make it successful?

Thank you for this opportunity to equip deacons for greater service in God's kingdom. Please let me know if I can answer any questions or if there is something you would like me to address besides what was already communicated.

Gratefully yours,

Aubrey

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