

Dear Brothers,

I look forward to being with you. I hope this list will help you prepare.

**Event Materials** - Available on Resources Page

- Download and copy participant notebook (if applicable)
- Download speaker bio and photo (for introduction and promotion)
- Download presentation slides on your laptop or computer

**Room Setup** - A large classroom or fellowship hall is preferable but not necessary.

- Three men per table (room for Bibles, materials, and refreshments)
- Leave a center aisle between the tables if possible
- Name tags (bold Sharpie; first names only)
- Microphone (if available)
- Whiteboard with fresh markers and eraser
- Projector, remote, and computer (I can bring my own if needed)

**Miscellaneous Details**

- Assign a greeter, registrar, and refreshments coordinator
- Song leader (one familiar verse at the start of each session)
- Prayer leaders (following each song)
- Send contact information for the elder, minister, or coordinator
- I would enjoy dinner on Friday at 5:00 p.m. with any available elders and staff

Thank you for this opportunity to equip and encourage your members. Please let me know if I can answer any questions.

Gratefully yours,

Aubrey Johnson

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