

Dear Brothers,

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

1. **Event materials** (documents page dynamicdeacons.com)
 - Dynamic Deacons Companion Workbook (order at amazon.com)
 - Speaker bio and photo
2. **Room set up**
 - 2 or 3 men to a table (leaves room for Bibles, materials, and refreshments)
 - Leave aisles in between tables if possible
 - Name tags (bold Sharpie; first names only).
 - Microphone
 - White board (markers and eraser)
 - Projector, remote, computer (I can bring mine if needed)
3. **Miscellaneous Details**
 - Assign greeter, registrar, and refreshments coordinator
 - Song Leader (one familiar verse at the start of each session)
 - Prayer Leaders (after each song and at the close of the seminar)
 - Lodging (Hampton Inn, Holiday Inn Express, or comparable)
 - Travel expenses (mileage or airfare, and car rental if any)
 - Contact information for elder or minister
4. I'd love to have dinner on Friday with available elders and staff (5PM)

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.

Gratefully yours,

Aubrey