



REQUEST FORM

Host Church _____ Website _____

Address _____

Workshop Location (if different than above) _____

Lead Pastor _____ Phone # _____ Email Address _____

Primary Workshop Liaison _____ Phone # _____ Email Address _____

Tech Support Contact _____ Phone # _____ Email Address _____

Workbook Shipping Address _____

Recipient Name _____ Phone # _____ Email Address _____

WORKSHOP REQUESTED: _____ Resilient Marriage 101 _____ Resilient Marriage 201 _____ Resilient Relationships 101

Requested Workshop #1 Date: _____ Requested Start Time: _____

Requested Workshop #2 Date: _____ Requested Start Time: _____

IMPORTANT: Workshops are 6 1/2 hours long including introduction, lunch, breaks and closing. This does not include preliminaries such as childcare check-in. The actual teaching time needed is 5 1/4 hours. See event timeline at the bottom of page 2.

SUNDAY MESSAGE - Would you like Phil to provide the message at your Sunday service after the workshop?

(Note: You can view message options under the Media tab) If yes, please check which option you prefer:

_____ Finding Your Footing When... _____ Whispers of the Soul

PRIVATE MINI RETREAT – We offer private mini-retreats for pastors and/or elders and their spouses on Monday and Tuesday after the Workshop. More information can be found under the Retreat tab of our website. If interested, please mark your preferred option.

_____ **Option A** – 1 day (5-6 hour) **private** retreat (please list names and contact information below)

MONDAY

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

TUESDAY

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

_____ **Option B** – 1/2 day (3 hour) **private** retreat (please list names and contact information below)

MONDAY MORNING

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

MONDAY AFTERNOON

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

TUESDAY MORNING

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

TUESDAY AFTERNOON

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

LOGISTICS

Please check any of the following that you can provide. If anything poses a problem, please note under questions/concerns below.

- _____ Hospitality items including food/snacks/beverages, table for food and beverages, welcome table, name tags and sharpies
- _____ Participant tables and chairs. What type of table will you be using for participants? ____ Round ____ Rectangular tables
(NOTE: since workshops are interactive, row-by-row seating is not a good option)
- _____ Speaker needs: Podium or 2 sturdy music stands for laptops, 2 high stools and small side table
- _____ Coordinate registration
- _____ Send participant reminder 3 days before event (to include short pre-workshop assignment that we will send to workshop liaison)
- _____ Sound/AV equipment and facilitate pre-workshop sound check
- _____ Volunteers (greeters, food/beverage/snack set up/clean-up, childcare, parking + any other volunteers you deem necessary)
- _____ People to pray for us and workshop participants 5 - 10 minutes before participant arrival time

AFTER READING THE PREPARATION/LOGISTICS PDF ON OUR WEBSITE (UNDER THE WORKSHOP TAB),

Do you have any questions or concerns about providing your part of the workshop prep and logistics? _____

TECH QUESTIONS

- Do you have 2 Headset or LAV mics that sync with venue's sound system?
- Does the venue A/V system support PowerPoint? _____
- Can we advance slides ourselves? ____ If not, who will advance slides? _____ Email _____
- Person responsible for sound check (20 minutes prior to participant arrival) _____ Email _____

BRIDGE LEADER TRAINING (only applicable when requesting 201 level Resilient Marriage Workshop)

Person responsible for coordinating leader training _____ Email _____ Phone # _____

WELCOME/INTRODUCTION/PRAYER

Name and contact information (if not provided on page 1) of person responsible for welcome/introduction/prayer and passing the event to us at agreed-upon time _____

THE ABOVE IS APPROVED BY (PLEASE PRINT) _____ SIGNATURE _____

The following will be filled out by the Resilient Marriage Team then returned to you for confirmation:

WORKSHOP TIMELINE:

- _____ – Sound Check (approximately 10 minutes)
- _____ – Prayer time (5-10 minutes)
- _____ – Participants arrive for childcare check-in, a snack/light breakfast, connection (30 minutes before event start time)
- _____ – Pastor or event leader welcomes group, introduces us and prays (5 minutes)
- _____ – Session 1 teaching segment (3 hours)
- _____ – Lunch (60 minutes)
- _____ – Session 2 teaching segment (2 hours 15 minutes)
- _____ – Workshop Ends

IMPORTANT: Our desire is to bring a quality, well thought-out event that will bless your church family. We are also committed to honoring your time. We have a tightly organized timeline so every minute counts. In order to finish on time, a prompt start for both teaching segments is essential. Your help in this is greatly appreciated.