



REQUEST FORM

Host Church _____ Website _____

Address _____

Address of 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 Information Address _____

Recipient name _____ Phone # _____ Email Address _____

Name of Other Participating Church (If Applicable) _____

Lead Pastor _____ Phone # _____ Email Address _____

WORKSHOP REQUESTED - Please mark your preferences and include requested date and time.

Resilient Relationships

___ **2½ hr.** (requires 2 hrs. for teaching segment)

___ **6½ hour** (requires 5¼ hrs. for teaching segment)

Resilient Marriages

___ **6½ hr.** level 101 (requires 5¼ hrs. for teaching segment)

___ **6½ hr.** level 201 (requires 5¼ hrs. for teaching segment)

IMPORTANT NOTE: times listed in bold above are **total event times** which include:

- 30 minutes for childcare check-in, pre-event social time, worship music (if desired) group welcome, introduction & opening prayer
- 45 minutes for lunch (6½ hour versions only)
- Time required for our teaching segment (see above)
- If additional time is desired for lunch, worship or comments, you'll need to increase the **total event time**.

SAMPLE WORKSHOP TIMELINE:

- 8:10 – Sound Check (approximately 10 minutes)
- 8:20 – Prayer time (5-10 minutes)
- 8:30 – Event start time. Participants arrive for childcare check-in, a snack/light breakfast, connection time (15 minutes)
- 8:45 – Live worship or extended connection time while recorded worship music plays (10 minutes)
- 8:55 – Pastor or event leader welcomes group, introduces us and prays (5 minutes)
- 9:00 – Session 1 teaching segment (3 hours)
- 12:00 – Lunch (45 minutes)
- 12:45 – Session 2 teaching segment (2 hours 15 minutes)
- 3:00 – 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.

Requested **Event** Date _____ **Event** Start Time _____ **Session 1** start time _____ **Event** End Time _____

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

(Note: you can view message options on our website ResilientMarriageRetreat.com under the Media tab)

___ No thank you If yes, please check which option you prefer ___ Whispers of the Soul ___ Finding Your Footing When...

PRIVATE MINI RETREAT – It is our practice to lead private mini-retreats for pastors and/or elders and their spouse on the Monday and Tuesday following the Workshop? If interested, please mark your preferred option.

___ **Option A** – 1 day (5-6 hour) **private retreat for 1 to 2 couples** (please list names and contact information below)

Couple 1 (Monday) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____
Couple 2 (Tuesday) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____

___ **Option B** – 1/2 day (3 hour) **private retreat for 3 to 4 couples** (please list names and contact information below)

Couple 1 (Monday morning) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____
Couple 2 (Monday afternoon) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____
Couple 3 (Tuesday morning) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____
Couple 4 (Tuesday afternoon) His Name _____ email _____ phone # _____
Her Name _____ email _____ phone # _____

LOGISTICS

Please check all of the following that you are able to 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

Pastor responsible for welcome/introduction/prayer and passing the event to us at agreed-upon time _____

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