

Guidelines for the minimum Preaching Peace will need of you to host an NVA or other One Day seminar in your town:

1. Gather a local list (we suggest within a 30-40 minute driving time) that has a **minimum of 40 pastors'/lay leaders'** and send it to us with your reservation:

- Names of contact persons
- Church addresses
- Phone numbers
- E-mail address.

These could include people from any group, church or denomination whom you think or hope might be willing to promote or recommend the seminar to their church/group members.

2. Locate and reserve a local forum (large area church, community center, college campus assembly hall, etc.) where we can hold the seminar. It would need to hold a minimum of 100 people and have sound equipment available for our use.

3. Arrange the provision of room, board and transportation for the three speakers the night before and the night of the seminar. Speakers will be happy to stay with church members and take meals with them. (Please-no homes with young children-for the sake of a restful sleep.) Meals needed are

- dinner the night before the seminar
- breakfast and dinner the day of the seminar
- breakfast the day following the seminar.

Speakers will need to be driven to and from airport and between their accommodations and the seminar venue.

Preaching Peace will then mail or e-mail to the individuals in step #1:

- Invitations to these pastors/leaders to promote the seminar
- Detailed description of the seminar
- Bulletin inserts Posters, Flyers

4. If you can make these arrangements, the cost for the event will only be transportation and honoraria for the three (3) speakers in the amount of approx \$2000. You would only need **50 persons at \$40 each** or **67 persons at \$30** each to cover the expense.

On the next page you will find suggestions to facilitate the raising of funds and/or the volunteering for the tasks listed if multiple groups or churches are hosting the event.

Volunteer List for Tasks and Financial Commitment to NVA Seminar

The following groups/persons volunteer to **sponsor \$250 each** to pay expenses for the NVA Seminar to be held in our area on (date) _____. We have also signed up to complete the following tasks. (Please make checkout to **Preaching Peace** and give to (point person) _____ at the time of sign up.) Monies generated at the seminar will be divided equally and paid back to each group/person sponsor or given to a specified cause as the group/person designates. Profits will be donated to Preaching Peace.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Fri and Sat Accommodations with Dinner and Breakfast:

Speaker #1 name _____

Volunteer name _____

Speaker #2 name _____

Volunteer name _____

Speaker #3 name _____

Volunteer name _____

Transport from Airport: _____

Transport back to Airport _____

Transport to Seminar Venue (day of) AM: _____

Transport to Accommodations (night of) PM: _____

Transport to Airport Saturday AM: _____