



REQUEST FORM

Host Church Name _____ 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 _____

Workbook Recipient Name _____ Phone # _____ Email Address _____

WORKSHOP(S) REQUESTED: Sample timelines follow. **Note: start time is when you'd like us to begin teaching.**

____ **Resilient Marriage 101** (6.5 hrs. total, incl. lunch) Date: _____ Start Time: _____

____ **Resilient Marriage 201** (6.5 hrs. total, incl. lunch) Date: _____ Start Time: _____

____ **Resilient Relationships 101** (2.25 – 2.5 hrs. total) Date: _____ Start Time: _____

SUNDAY MESSAGE – See videos on Media page to view options. If you would like Phil to provide your Sunday service message(s) check the option you prefer. Please include your service times and location (if address is different than the workshop address)

____ Finding Your Footing When... ____ Whispers of the Soul **Service time(s)** _____

PRIVATE MINI RETREAT – We offer private mini-retreat sessions for pastors/elders/deacons/church staff and their spouses on the Monday and Tuesday after the workshop. Mini-retreats are personalized for each couple's desires and needs. They provide equipping, support and encouragement with the goal of building increasing resilience and joy into their own marriages and learning more about helping others do the same. Write the names and contact information of each interested couple below under the preferred option.

____ **OPTION A – FULL DAY (5-6 hr.) PRIVATE MINI RETREAT**

MONDAY

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

TUESDAY

His Name _____ email _____ phone # _____

Her Name _____ email _____ phone # _____

____ **Option B – 1/2 DAY (3 hr.) PRIVATE MINI RETREAT**

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 PAGE),

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 Resilient Team will complete timeline and return for confirmation upon receipt of your completed form.

6.5 hr. Resilient Marriage Workshop Timeline:

- _____ Sound Check (approx. 10 min.)
- _____ Prayer time (5-10 min.)
- _____ Participants arrive for childcare check-in, light breakfast, connection (up to 30 min before the event start time.) We encourage playing recorded worship music during this time
- _____ Pastor or event leader welcomes group, introduces us and prays (5 min.)
- _____ Session 1 teaching segment (3 hrs.)
- _____ Lunch (60 min.)
- _____ Session 2 teaching segment (2 hrs. 15 min.)
- _____ Workshop Ends

2.5 hr. Resilient Relationship Workshop Timeline:

- _____ Sound Check (approx. 10 min.)
- _____ Prayer time (5-10 min.)
- _____ Participants arrive for childcare check-in/connection up to 30 min before event start time. We encourage playing recorded worship music during this time
- _____ Pastor or event leader welcomes group, introduces us and prays (5 minutes)
- _____ Session 2 teaching segment (2 hrs. 15 min.)
- _____ 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 with content that builds step-by-step 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.