

WORKSHOP PREP CHECKLIST

THE RESILIENT MARRIAGE TEAM WILL PROVIDE:

CONTENT

- Create, present and deliver marriage workshop content

AUDIO/VISUAL

- Create slides
- Send PowerPoints to tech support leader

HANDOUTS

- Create and print participant workbooks
- Deliver and distribute participant workbooks

WE ASK YOUR CHURCH TEAM TO PROVIDE:

HOSPITALITY

- Food/snacks/beverage

ROOM SET UP AND TEAR DOWN (if necessary)

- Food/beverage table; welcome table, name tags and sharpies
- Participant tables (because of the interactive workshop format, row-by-row seating does not work.) Round tops are best but if not available, see page 2 for a diagram of the best set-up for rectangular tables.

SPEAKER RESOURCES

- Podium for 2 small laptops (or 2 sturdy music stands for laptops)
- 2 high stools and a small side table (high top if available)
- 2 Headset or LAV mics that sync with sound system. (If not available, please let us know so we can discuss other options.)

COMMUNICATION

- Workshops are better attended when pastors personally make announcements and generate excitement
- Coordinate registration
- Send reminder email to participants a few days before the event

TECH SUPPORT

- Confirm whether A/V system runs PowerPoint. If not, we'll provide a thumb drive so your team can convert slide to ProPresenter.
- Provide sound/AV equipment and facilitate pre-workshop sound check
- Provide tech support to ensure systems are working. (We prefer advancing slides ourselves but if that isn't an option, we'll need someone to advance them for us. We will want to coordinate this in advance **and test all A/V in plenty of time to resolve any issues before participants arrive.**)

VOLUNTEERS

- Greeters
- Food, beverage and snack set up and clean-up
- Childcare providers
- Volunteers to pray for workshop and participants

ANNOUNCEMENT RESOURCES

- Send photo, bio and announcement blurb(s) to appropriate person

LEADER TRAINING

Note: this only applies if Resilient Marriage Level 201 Bridge Workshop option is selected

- Provide Training, comprehensive resources and support
- Offer a 2-hour private Bridge Session for each leader couple
- Coordinate with each individual couple to schedule their private session

Description of leader commitment is described below.

SOMEONE TO BEGIN SEMINAR AT AGREED-UPON TIME

- Welcome attendees, introduce us and begin with prayer
- We have a tight timeline so every minute counts. A prompt start enables us to stay on schedule without cutting critical content. Your help in this is greatly appreciated.

SOMEONE TO FACILITATE LEADER TRAINING (*Applies only if the Resilient Marriage Level 201 Bridge option is selected. All training and every couple's Private Bridge Sessions must be complete at least 2 weeks before the workshop*)

- Recruit 4-8 couples willing to be trained to serve as coaches at the workshop. We love to see pastor/elder couples join as leaders because we believe the training offers valuable tools for them to help those in marital distress in the future. Faithful volunteer couples who are emotionally intelligent, discerning, and mature in faith are also good candidates.
- Once recruited, select someone on your team to coordinate scheduling group training sessions. Please send us the name/email of the person who will fill this role. We will send multiple times when we are available. The coordinator can then schedule training based on leader availability.
- After the group training days/times are set, we will send each couple a link to our scheduling app that will allow them to select a time for their private bridge session with us (see Leader training process and commitment below).

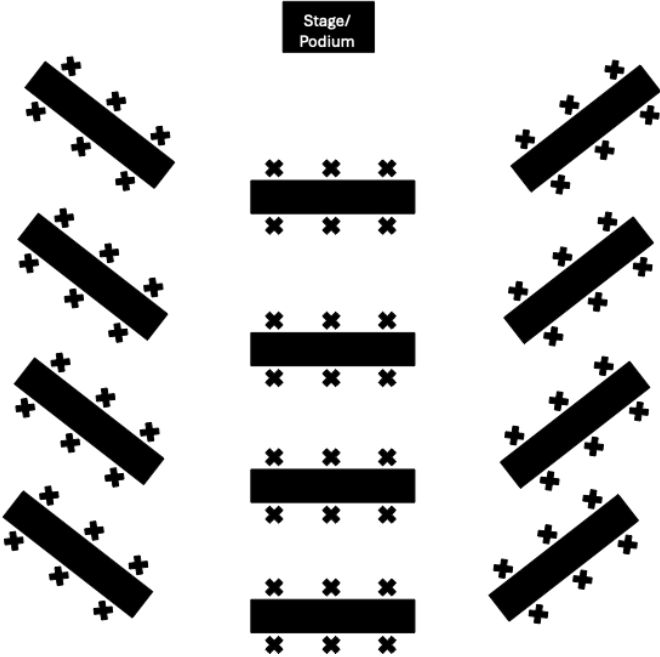
Leader commitment

- Be trained to serve at the workshop (see description below).
- Pray for the workshop team and participants.
- Serving during workshop to help as needed by responding to questions.
- Arrive at workshop 10 min. early so we can pray before participants arrive.

Description of leader training:

- Attend three virtual 1.5 hr. group training classes.
- Complete ½ hour of individual homework before each class
- Meet us for a 2 hr. Private Bridge Session to "bridge" a low-level conflict

Layout for 8' Rectangle Tables:



NOTE: If 8 seats per table are needed, chairs can be added at each end.