Thank you for hosting the Work as Worship Retreat on Friday, February 23, 2018. We are excited about how God will use this event to encourage and challenge Christian business professionals in your community to view their work as worship. This is also an amazing opportunity for you and your church staff to validate and minister to your local business professionals.

Our desire is to make this experience as simple as possible for you. With minimal effort and preparation, we’re confident you’ll be able to make this event a unique experience that will be meaningful for all in attendance. Please read over the enclosed material. Also, please don’t hesitate to reach out to one of our Retreat Specialists at 214-281-3386 if you have any questions.

Before the Event

**Lunch**
- Catering lunch is optional, but not mandatory. If you choose to cater the event, here are some helpful tips:
  - We will provide an email list of all the attendees for your location. Email them a few weeks before the event to ask about any food allergies or specialty diets (vegetarian, vegan, gluten free).
  - If you choose to provide specialty lunches (vegetarian, vegan, gluten free, etc.), designate a separate area to pick up those lunches.
  - We recommend serving lunch in a bigger room with space for multiple food lines, tables, etc. If you choose to have lunch in the same room as the retreat, set up the lunch line in a convenient and spacious area (another room, the lobby, etc.).
  - Set up lunch one hour before serving time.
  - Some catering ideas: box lunches, pizza, barbeque, pasta and salad, tacos
  - Materials you might need: drinks, eating utensils, large trashcans, cups, napkins, plates, table cloths, water bottles
  - Make a plan with your volunteers or maintenance staff about disposing of trash after lunch.
- If you choose to not host lunch, here are some helpful tips:
  - Have a list of lunch restaurant recommendations at registration, or distribute a list to all attendees when they register, or create a slide to put on the screen with available options.
  - Inform your staff and volunteers of nearby lunch places in case an attendee asks for a recommendation.

**Snacks**
- Snacks are also optional, but we would encourage you to provide them. If you choose to provide snacks, here are some helpful tips:
  - Ask volunteers to put out snacks right before the two breaks.
  - Provide water bottles for attendees. Direct volunteers to replenish supplies before each break.
  - If your church has a coffee shop, consider opening it for the event. If you don’t have a coffee shop, consider providing coffee for your attendees.
  - Some snack ideas include: chips, fruit, granola bars, fruit snacks, popcorn, cookies
If you choose not to provide snacks, here are some helpful tips:

- Even if you choose not provide water bottles, direct attendees to the nearest water fountain or water cooler.
- Inform all volunteers and staff about the closest access to water and where the vending machines are (if you have any), in case an attendee asks.

Volunteers

If you need volunteers to run the conference, here are some helpful tips:

- Have every volunteer sign liability forms before or when they arrive on Friday morning. Here's a sample.
- Distinguish volunteers and staff from attendees with the same t-shirt or badge.
- Before the event, hold a volunteer meeting to go over the plan for the retreat (setup, registration, schedule, lunch, tear down, etc.). We recommend holding a meeting the morning of the conference.
- Ask volunteers to arrive one and a half hours before the event begins to set up registration and register early arrivers.
- Place volunteers at registration, lunch setup and distribution, and at an information table to answer attendee's questions.
- Ensure that at least one volunteer knows the location of the emergency kit and how to use it.
- If needed, station volunteers outside to direct parking and/or to hold doors open for attendees.
- If space allows, set up a volunteer room with snacks and water for your volunteers.
- If volunteers aren't available, another option is to ask church staff and/or elders and deacons to help staff the event.

Spread the Word

We have the following resources available for you to advertise the conference at your church:

- Work as Worship video
- Poster
- Flyers and bulletin inserts
- On-screen slides
- Work as Worship sermon outline

Also available to advertise online:

- Retreat logos
- Additional images
- Email template

Contact Attendees

Once people start signing up to attend the event at your host location, you'll get a list from us every week of everyone that's attending at your site. On Monday, Feb. 19th or Tuesday, Feb. 20th, email all of your attendees with certain information:

- If you are providing lunch, consider asking if any attendees have allergies or dietary restrictions. You could send a survey or simply ask for those with food specifications to respond to the email. As a guideline, expect about 5% of your attendees to request a gluten free/vegetarian option.
- If you aren't providing lunch, consider including a list of restaurant options so attendees can plan ahead of time.
- If you have any parking specifications, be sure to include that information in the email.
- Include your church's address and any helpful directions.
- Remind them when registration opens and when the event starts.
• Provide any additional information the attendees need to know before arriving at your church on Friday morning.

Décor and Setup
• The décor and setup is up to you, but here are some helpful tips to get you started:
  • Registration can either be set up the night before or the morning of the conference.
  • Decorate the room where the simulcast will be streamed however you want.
  • The ideal setup for the main room would include round tables with six to eight chairs. But if you space does not allow for that setup, chair in rows works well too.
• We recommend placing signs around the venue. Consider creating signs for:
  • Directions to restrooms, water fountains, registration, and lunch.
  • Lunch options, if you’re not including lunch.
  • Parking.
  • Directions to vending machines or coffee stations, if applicable.
• Every attendee will receive a digital program for the event in an email from RightNow prior to the event. We will also provide you with a simple one-page schedule for you to print (black and white is fine) and distribute to your attendees at registration. You’ll want to print these before the event.

At the Event

Registration
• Every host church must have registration. Here are some helpful tips:
  • Set up registration either the day before or the morning of the event.
  • Set up registration in a central location with plenty of space.
  • If people show up without a ticket, they can go online and register and purchase a ticket with a smartphone, but you might want to have an iPad or tablet available for people to use in case they don’t have a phone. They can register at: https://www.workasworshipretreat.org/Search
  • Set out tables with pens, sharpies, nametags, the one-page printed schedule, and something to collect tickets in. Nametags are optional but recommended. If you have any additional flyers to pass out, include them on the registration tables.
  • Train volunteers to know general registration information, the conference schedule, and where attendees need to go for the first session. We’d recommend having two volunteers per registration table.
  • Ticket refunds will go through RightNow Media. It’s unlikely that someone will show up at the event looking for a refund, but if they do, please have them call us at 214-281-3386.

Emcee and Schedule
• Since this event is livestreamed, it’s important to stay on track in order to end on time. Here are some helpful tips to stay on top of the schedule:
  • Choose one person to keep track of the schedule. Make sure this person works closely with the head of the tech team.
  • Part of the livestream will include a countdown clock. Make sure to play the countdown clock during breaks and lunch so
attendees know how much time they have before the next session.

- Ask someone (lead pastor, business leader, elder, volunteer, etc.) to host the event at your church. This person will serve as your local emcee to introduce the event, direct everyone to breaks, lunch, and to close out the conference.

**Parking**

- Here are some helpful tips for parking:
  - Take a look at the list of attendees before the event to evaluate whether or not you have enough parking.
  - If you have a complicated parking lot, consider placing volunteers outside to guide attendees to a parking spot.
  - If you don’t have enough parking space, consider using a neighboring lot or a shuttle service.
  - Place signs to point attendees to registration from the parking lot.

**Social Media**

- The RightNow team will be posting on social media from the live event. We encourage you to do the same at your local event. Here are some helpful tips:
  - Post on social media (Facebook, Twitter, Instagram) and use the hashtag #WAW2018.
  - Assign a volunteer or staff member to post on social media throughout the event.
  - Tag @RightNowMedia in your posts so we can see and share what’s happening at the local events.
  - Email us pictures from the event at lanum@rightnow.org.

**Technical Advice**

- For more information on the technology behind the even, download tech specs and read tech support.
  - Air the countdown clock during breaks and lunch so attendees know how much time they have before the next session.
  - Test the sound, video, and internet before the event—several times if possible. Please note: There will be Mandatory Testing during the window of January 29th through February 9th. We’ll send you a link to a survey that you’ll fill out after completing the test. Once we know all systems are go, then we’ll send you the livestream link for the event.