

LIVE EVENT logistics

VENUE PREFERENCES:

- Seating all facing front rather than in an arc - with a central aisle where possible.
- Connection for the data projector at the front of the church so the Instructor can control the slides from their laptop.
- The largest possible white projector screen, HD TV or a suitable plain wall.
- A 'hands free' microphone will really help your Instructor to express themselves, and move around the room freely.
- Good access at the venue to enable the instructor to unload everything required for the day. There will be a fair amount to unload so any help would be appreciated.
- Car-parking available for the Instructor.
- A large table to display Walk Through the Bible resources. These have been developed to meet the demand raised at previous Events for 'the next step'.

STAFFING:

All of our Instructors love to set up early, usually a minimum of an hour before the event starts. Could someone be available for opening the venue for them?

A team to help on the day is advisable including two people for registration. One to assist with those who have already paid and another to check in those who pay on the day. Both would need to update an attendance list and hand out a workbook. It might be helpful if the registration team ask those arriving whether they prefer tea or coffee to speed up refreshment breaks.

SUGGESTED TIMINGS AND REFRESHMENT BREAKS

Our event breaks nicely into 5 equal sections of 45 - 60 minutes. It is always good to have a break between each session - that could be 15 minutes for a coffee, 30 - 60 minutes for lunch, but the breaks can be altered dramatically for church weekends or series over a few weeks.

Host churches often like to provide tea or coffee when people arrive. Another helpful idea is to pour out the drinks a few minutes before each break. This saves loads of time.

PAYMENTS

We would suggest paying online is the most efficient way to have attendee's pay for their place. However if you change the price (E.g- Subsidise) then you should collect all the money your end. Or if they are returning with a free place (with their previous workbook) then you should keep their names on a list. All cheques to be made payable to Walk Through the Bible. At the end of the event the Instructor will be happy to take these funds, or you can send Walk Through the Bible a single cheque for the full amount.