

EXTRAS SERVICES TO PROMOTE A PROFITABLE EVENT

- ☐ Sunday Message by John Meluso, CSP
- ☐ 1,000 Full Color brochures for promotion - \$150
- ☐ Participation in a Team Retreat prior to the event
- ☐ Travel & per diem for John – adds to percentage for you!
- ☐ Banner for promotion, \$50
- ☐ Complimentary “Core Recalibration” for minister or event coordinator prior to event. \$250
- ☐ Discounts for leadership team for private sessions prior to event, up to 20 discounts at \$50 each
- ☐ Rewards program for work study people – up to 10 volunteers up to \$250 each or \$2500 value
- ☐ Possible Sponsor for even more Public Event
- ☐ Consider Venue other than Church for Broader Appeal

PROMOTION EXTRAS FOR YOU TO CONSIDER

- ☐ **Advance Promotion Volunteer with name, email, phone**
- ☐ Name _____ email _____
- ☐ Promotion Phone _____
- ☐ Flyers Weekly in Bulletin – Start 6 weeks in advance
- ☐ Television Station Names, addresses and Phones
- ☐ PR Notices sent by sponsor, supplied by John
- ☐ Contacts in Church for employers, names and Phones
- ☐ Article in Newsletter with Picture six weeks before
- ☐ No other major presenters six weeks prior
- ☐ Proofing Flyers and Newsletter by John
- ☐ Spaghetti Feed Estimate # _____
- ☐ Feed Actual Count # _____
- ☐ **On Site – VIP Dinner for Volunteers/Board/ETC.**
- ☐ Place for hosting youth evening prior to the event
- ☐ Benefit Spaghetti Feed
- ☐ Sound man for all days
- ☐ **Personal - Pick up at airport or great directions if driving**
- ☐ Recommended hotel with phone number close to events.
- ☐ Name & phone of closest Natural Food Store
- ☐ Costco or Sam's close with address
- ☐ Distilled or filtered water available.
- ☐ Reaching Attendance estimate for Spaghetti Feed

- ☐ Reaching Attendance estimate for Workshops
- ☐ Having other churches join the Team/Leadership Retreat
- ☐ **FIVE** letters of endorsement cc to John to similar sponsors
- ☐ 8 ½x 11 Flyers up at other churches and Stores
- ☐ Banners up six weeks in advance # _____
- ☐ 11” x 17 “ Posters up six weeks in advance # _____
- ☐ Table Selling products six weeks in Advance
- ☐ Table playing video and or audio six weeks prior
- ☐ # Flyers weekly _____
- ☐ Radio Station names addresses and Phones
- ☐ Newspaper Names, addresses and Phones
- ☐ Top Ten Employers in Area, Names and Phones
- ☐ 20% proceeds to churches sending other members
- ☐ Tickets available through FastTix or other public outlets
- ☐ Bookstores names, phones and addresses for signings
- ☐ No meetings of Church leaders during dates
- ☐ Workshop Attendance Estimate # _____
- ☐ Total Workshop Attendance Actual # _____
- ☐ Major fund and Attendance raiser for Church
- ☐ Invite other churches/groups in area for Team Retreat
- ☐ Place for Hosting Team Retreat – sometime during tour.
- ☐ Place for Private Sessions
- ☐ Sound System with a lapel and a cordless Microphone
- ☐ Avid Photographer with 35mm and flash for all days
- ☐ Opening and Closing Volunteer with name and email
- ☐ Name & phone of closest vegetarian restaurant
- ☐ Child-care during events!
- ☐ Someone to run digital camera for videoing events.
- ☐ Possible Second camera man.
- ☐ Duplication of flyers other than color handouts

Financial Arrangements Prior to the Event

- ☐ Sunday honorarium of \$ _____.
When no minimum Program accepted.
- ☐ Sunday Message Complimentary when 50/50 Program accepted with:
- ☐ \$250 per day per diem for expenses, meals, lodging and local transportation
- ☐ travel allowance \$250 per time zone away from previous or future engagement immediately prior
- ☐ Air Travel Allowance waived while on Tour in an area.

Please sign agreement, and send your check to finalize your date for our fund raising event.