

HOST REQUIREMENTS

Prayer Chaplain Program Trainers Workshop's Hosts will be relied upon to assist *Light & Love Ministries (LLM)* with several key elements which are necessary in providing a well run, successful Workshop. The following provides an outline overview of the requirements each Host will be invited to support, as well as other specific or designated items deemed necessary as they pertain to each specific Host location:

- Host is able to provide a comfortable and professional training room facility that will accommodate a minimum of 20 and up to at least 36 active participants for three (3) days.
 - A Power Point Presentation is used for training therefore Participants will need to sit on one side of tables facing the screen.
 - Each participant will require adequate seating and enough work table space to be able to place two manuals stacked in front of them comfortably.
- Host will assign a lead person as the contact representative who *LLM* can communicate with to ensure the details and set-up of the facility is provided for.
 - Facilities and custodial personnel through the 3-day Workshop is needed to assist with the arrangements of specific table and seating accommodations used during various training intervals.
- Host will make available access to a sound system or loud speaker system.
 - Assistance with basic equipment location and set-up of *LLMs'* portable projector, laptop computer and sound system (if required) is needed.
- Workshop supplies to be provided by Host are:
 - Projection screen, tissue box at each table, pad of Post-It Note Flip Chart paper, Easel and markers, one 3 X 5 Post-It Note pad at each table, access to photocopier machine for limited use, 2 music stands, CD player, additional tables for displaying *LLM* products.
- Host will provide a variety of nearby restaurant menus/locations for participants to choose from for lunch each day of training.
- Host will provide for a limited menu food and beverage hospitality service during the Workshop.
 - Hospitality items should include hot and cold beverages such as coffee and tea and bottled water. During each day of the training, a morning and afternoon intermission period is scheduled. Intermission snacks help maintain

the participants focus and concentration. Fruit, trail mix, and other healthy related items are encouraged.

- Host is to research and provide information for approximately 3 reasonably priced lodging facilities that are within close proximity to where the training is to be held. This information will be posted on the *LLM* website.
- Host will market the Workshop information to their congregation as well as to neighboring church communities. Host will use all available means through their Sunday Bulletins, weekly e-mail announcements, brochures, flyers, newsletters and website with reciprocal link access and consent to *LLM* official website.
 - If Host is part of a Regional or National Association, Host agrees to market and encourage registration to membership.
- A minimum number of Workshop registrations is required to ensure *LLM*'s travel and training expenses are met. *LLM* is responsible for their own travel arrangements, registrations of participants and communicating directly with participants.
 - 30-days prior to the Workshop, *LLM* will evaluate and determine the status and continuation of the Workshop.
- Host will refer any questions Workshop registrants may have directly to *LLM*.

NOTE: Host commitments will vary at each facility depending on several factors.