

Info and Worksheet for the Host

I'm so excited that you are willing to team up with me to work to create a life changing experience for our Workshop ladies! Thank-you ahead of time for all the work you will do to make this happen! To make it a little easier you can use this worksheet as you plan. It will guide and help you figure out what you need and how to plan a Workshop in your area.

CITY LOCATION

Pick a nearby larger city. Location is everything. More ladies might be able to attend and find lodging easier if you host it in a larger city. You yourself may have to travel a bit, but if it means a full Workshop then it will be worth it. :-)

Your top 2 city location options:

- 1) _____
- 2) _____

VENUE

Do you already have a venue that you can use for free? Sometimes libraries have conference rooms for free. Or is there a venue you can rent for a fee? Do you have a venue (like a summer camp) that has the ability to house and feed the ladies? I know how hard it is to find a place without knowing how many will be in attendance, but pray about it and go with your gutt feeling. Decide whether you will need to pass on the rental fee to your attendees or perhaps someone will fund the whole thing as a gift. Please consider that it would be better to have the place too small and be cozy than too big and feel like to empty. But the venue is totally up to you:

Your top 2 venue options:

- 1) _____ Cost _____
- 2) _____ Cost _____

Please check the venue for certain capabilities listed below (keep in mind that I will not be able to bring my laptop, but I will want to access slide shows from the web, I will need internet to do that). Does your venue....

- Y N Hold all your guests comfortably?
- Y N Is it neutral ground to allow ladies to easily say "yes" to coming?
- Y N Can you serve lunch there?
- Y N Is there a microphone for me?
- Y N Is there a speaker's table and speaker's chair?
- Y N Is there a table for my Store during the Sunday Workshop?
- Y N Is there the ability to play music from my ipod?
- Y N Is there ability to play and project movie clips (I will bring dvd's)?
- Y N Is there internet access to play slideshows from web?
- Y N Is there the ability to have my workshop logo displayed on a screen on the stage?
- Y N Will I be able to Live Stream? (I'll need at least 3 mbps. Check internet speed at www.speedtest.net). If not, that's okay I don't have to Live Stream it.

YOUR CORE GROUP OF LADIES

A minimum of 12 ladies (your core group) is required for me to come. Once we agree on a date and you have a location I will create an Eventbrite event for ladies you talk to to register. I will advertise it in my networks. Anyone who registers will be part of this core group. Hopefully, more than 12 will attend, but 12 is the minimum.

Your Core Ladies:

- 1) You _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____
- 11) _____
- 12) _____

WORKSHOP COSTS

Outside of the venue these are the costs associated with this Workshop. You may want to pass these costs onto the attendees or perhaps you and your assembly want to provide it for free to them. Either way, I know that Papa Yahweh will bless you and take care of you -- as he has done for me.

Travel (Flight)

If your event is within driving distance (up to 6 hrs from Coeur d'Alene, Idaho) then I (and perhaps my family) will drive to you (you will need to cover the cost of gas). If I need to fly then once the Workshop date is arranged and the core group of ladies is met then I will find a reasonable priced plane ticket out of Spokane, WA to the airport of your choice. I will email or text you the cost. Then I will need you to put the money for the flight into my Paypal account (find it with my email address: akingdomfamily@aol.com). I will purchase the ticket and send you my itinerary. I will do my best to arrive before Shabbat (Friday late afternoon) and leave either right after the Workshop on Sunday or early Monday.

Rebekah is driving. Alone OR with her family? Gas Cost _____

Rebekah will be flying here. To which airport? _____ Flight Cost _____

I have sent her money for the plane ticket

I have recieved her itinerary

Who transport her to and from the airport? _____

Lodging and Food

I require a safe hotel room or B&B for the entire stay (2-3 nights) for privacy. Please understand that I can not stay at any attendee's homes during the Workshop Weekend. If we are driving and my family is coming with me (then we will arrange the lodging, you will only need to supplement our stay with what you would have spent on just my lodging). Also, if food is being provided please know that I am a vegetarian and prefer organic and GMO-free food. Thank-you so much!

- Name of the Hotel or Bed & Breakfast _____
- Lodging Dates _____ Lodging Cost _____
- Rebekah family is coming with her. We will supplement their lodging cost with: _____

Workshop Fee

I wish I could come for free to do these Workshops, but that is not sustainable nor smart. The 2-day Workshop costs \$1,200. The 1-day Workshop costs \$800. You can share this cost among you by charging the ladies to come or by taking donations to recover the cost. I will need a deposit of 1/2 prior to coming and the remainder no later than 1 week after the Workshop is over. **BUT, I don't want my fee to stop you from hosting me. I trust that Papa will provide for you and for me. So, if this fee is a concern, I am willing to come and only take up a free-will donation to cover my Workshop Fee.**

- 1-day Workshop (\$800)
- 2-day Workshop (\$1200)
- We have talked to Rebekah and will take up a free-will donation for her when she gets here
- Will pay by check: (Teshuvah Ministries; 2900 Govt. Way, PMB #173; Coeur d'Alene, Idaho 83815)
- Will pay by paypal (akingdomfamily@aol.com)

Deposit of _____ due by _____

Final amount of _____ due by _____

Workbooks

All attendees will need to purchase a Workbook (\$20). This Workbook is required. As the Host you will need to purchase a Workbook for each lady. Allow the Workbooks take up to 2 weeks to print. I will send you a link (www.lulu.com) and hopefully a current coupon to order the Workbooks at a discount.

- How many Workbooks will you need (you'll know at registration close)? _____

Will the ladies pay you back for the Workbook? When?

- Upon arrival. Prior the Workshop. On Sunday, after Shabbat

REGISTRATION

All ladies must register through the Eventbrite event that I will create. I will send you the link after we are sure on the date. I need them to register so that I can make their badges, so that I can stay in touch with them and invite them to more Ladies of Teshuvah events. Registration will close 2 weeks before the event (this is so that you can make sure and have the right amount of Workbooks printed and mailed to arrive in time). I will email you a final guest list so that you can print it and check off the ladies in the day of the Workshop.

SCHEDULE

I will do my best to stick to the advertised schedule, but I like to stay organic and flexible in order to allow the Ruach ha’Kodesh to show up and change it up! I do Two-Day Workshops over Shabbat, though my store will not be open until Sunday’s Workshop and Shabbat will be honored as best as possible with as much rest for your heart and body included in the event as possible. :-)

2-DAY WORKSHOP SCHEDULE

SHABBAT

- 10:00 Check-in, Shabbat Morning Tea
 - Prayer
 - Preliminaries
 - Welcome
 - Workshop Goals
- 11:00 Break
- 11:15 Module #1: The Call to Teshuvah & Taking Thoughts Captive
- 12:45 Lunch
- 1:15 Module #2: The Call to Be Adam’s Ezer-Kenegdo & Reflecting the Ruach ha’Kodesh
- 2:45 Break
- 3:00 Be Inspired and Encouraged
- 4:30 Q&A
 - Wrap up
 - Prayer

SUNDAY

- 10:00 Check-in
 - Welcome, Prayer
 - 2nd Day Workshop Goals
 - Re-cap Module 1 and 2; Q&A
- 10:30 Go through Rebekah’s Store Items
- 11:00 Break
- 11:15 Module #3: The Call to “DIY” and Live by YHVH’s Daytimer
- 12:15 Personal Assessment
- 1:00 Lunch
- 1:30 Workshop: the Upcoming Mo’edim / Breakout
- 2:30 Break
- 2:45 Workshop: Shabbat / Breakout
- 3:30 Break
- 3:45 Workshop: Rosh Chodesh / Breakout
- 4:45 Wrap Up:
 - Drawings for Gifts
 - Partner with Teshuvah Ministries Opportunity
 - Prayer
 - Name Tag Sticker
 - Rebekah’s Store Open

1-DAY WORKSHOP SCHEDULE

SUNDAY

- 10:00 Check-in
 - Prayer
 - Preliminaries
 - Welcome
 - Workshop Goals
- 10:45 Module #1: The Call to Teshuvah & Taking Thoughts Captive
- 11:45 Break
- 12:00 Module #2: The Call to Be Adam's Ezer-Kenegdo & Reflecting the Ruach
- 1:00 Lunch
- 1:30 Module #3: The Call to DIY and Plan and Live by YHVH's Calendar Rhythm
- 2:30 Break
- 2:45 Personal Assessment
- 3:45 Break
- 3:00 Sample Workshop: Shabbat / Breakout
- 4:00 Go through Rebekah's Store Items
- 4:30 Wrap Up:
 - Drawings for Gifts
 - Partner with Teshuvah Ministries Opportunity
 - Prayer
 - Name Tag Sticker
 - Rebekah's Store Open

STORE

I will have some products the ladies can purchase on Sunday after the Workshop. I will ship them to you and whatever I do not sell I will need you to ship the remainder back to me within 1 week of the Workshop.

- Y N I have recieved Rebekah's Store Package
- Y N I have mailed back Rebekah's Store Package

BADGES

All attendees will need a badge with a lanyard for the Workshop. After registration closes I will create the badges and send them to you with my store products. Ladies should keep the badges for the annual CO Convention.

WHO CAN REGISTER?

I love the youth! This Workshop is perfect for all ages -- especially young women! Young women from 16 -120 years old can register. I think that Messianics, Hebrew Roots, Melchizedek and Christians who want to know what the Scriptures says about repentance will want to come to this Workshop. Make sure that your guests know they are to leave the hubby and younger children at home for the Workshop. In the future Isaac may come to do a Men's Workshop that coincides with the Ladies Workshop only at a another location. Check with Rebekah to see if that is available yet.

THE HOST

You and I will be working together to put on a great weekend that honors Yahweh. You are my contact person. I will give you my personal cell number _____ so that we can stay in touch throughout this process. Again, thank-you for working hard to make this a reality! I'm so very excited to come and meet you and speak about how to delight in Yahweh's ways!

WILL I BE CHARGING THE ATTENDEES?

Y N Will you charge the attendees for the Workshop? Their Cost? _____

Y N Will you pay for the entire Workshop alone?

Y N Will you have help paying for this? Who?

Name _____ Donation Amount _____

Name _____ Donation Amount _____

Name _____ Donation Amount _____

WORKSHOP COSTS

Venue: _____

Rebekah's Travel: _____

Rebekah's Lodging: _____

Rebekah's Workshop Fee: _____

Workbooks: _____

Total Cost: _____

WORKSHOP DETAILS

Date: _____

Time: 10-2pm _____

Location: _____

Venue: _____

Attendee Cost: _____