

# Complete Host Instructions

| Timetable                | Task               | Steps   |
|--------------------------|--------------------|---|
| <b>6 weeks before</b>    | Prayer Team        | <ul style="list-style-type: none"> <li>Initiate prayer times with your younger generation team and your youth ministry network.</li> <li>Consider praying each time you meet.</li> <li><b>Pray for each Forum participant to discover their unique JFYM vision.</b></li> </ul>  |
| <b>4-6 weeks before</b>  | Leader Travel      | <ul style="list-style-type: none"> <li>Communicate with Forum Leader about travel and lodging arrangements.</li> <li>Coordinate travel plans, transportation arrangements, pick-up, drop-off locations, and provide contact phone numbers to Forum Leader.</li> </ul>   |
| <b>2 weeks before</b>    | Audio/Visual       | <ul style="list-style-type: none"> <li>Verify audio/visual equipment needed: laptop with PPT capability, projector, projector screen, and all connecting cords.</li> <li>Test Jesus-Focused Youth Ministry PowerPoint Presentation – you will receive a copy on the jump drive in your Forum package.</li> <li>Select a good photographer to take at least 50-75 action photos throughout the Forum and take group photo at the end of the day before dismissal.</li> </ul>   |
| <b>10 days before</b>    | Meals              | <ul style="list-style-type: none"> <li>Provide and coordinate lunch <b>at the host location.</b> Here are a few ideas:               <ul style="list-style-type: none"> <li>Offer a free meal catered by Chick-fil-A, pizza, or deli sandwiches or meal prepared by church.</li> <li>Charge for a “Dutch Treat” meal catered by a Chick-Fil-A, pizza, or deli.</li> </ul> </li> </ul>   |
| <b>Week of the Forum</b> | Snacks & Beverages | <ul style="list-style-type: none"> <li>Provide snacks and beverages:               <ul style="list-style-type: none"> <li>M&amp;Ms (plain and peanut)</li> <li>Mixed nuts and fruit</li> <li>Soft drinks</li> <li>Coffee with cream/sugar</li> <li>Bottled water</li> <li>Ice</li> </ul> </li> <li>Provide paper goods for snacks and beverages:               <ul style="list-style-type: none"> <li>Bowls/plates/napkins</li> <li>Hot/cold cups</li> </ul> </li> </ul>  |
| <b>1 day before</b>      | Room set up        | <ul style="list-style-type: none"> <li>Set up and test the computer, PowerPoint and videos, projector, and cords <b>the day before the Forum.</b></li> <li>Create the warmest possible environment in the room – and do it with excellence.</li> <li>Set up tables and chairs – round tables that seat 6 people work best.</li> <li>Prepare the meeting room with a visible clock, one table for entry sign-in with nametags, one table for Resource display, on table for snacks and drinks, and one table or area for lunch.</li> <li>Have a place set for each participant with the following materials:<br/><br/>Place the Forum Schedule on the left. Beside it, stack the participant materials in this order <b>from top to bottom.</b></li> </ul> |

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|------------------------|------------|---|
|                        |            | <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; background-color: #cccccc; padding: 10px; text-align: center;">Forum<br/>Schedule</div> <div style="border: 1px solid black; background-color: #cccccc; padding: 10px; text-align: center;">Pen<br/>Information Card<br/>Reach Out Brochures<br/><i>Jesus-Focused Youth Ministry</i><br/>Notebook</div> </div> <ul style="list-style-type: none"> <li>• Set aside the copies of the <b>JFYM Challenge Summary</b> and <b>Forum Evaluation Form</b> for the Forum Leader to distribute at the <b>END</b> of the Forum.</li> <li>• Follow any instructions or requests of the Forum Leader.</li> <li>• <b>Final review of all Host Instructions given above. Verify all is complete.</b></li> </ul> |
| <b>Day of Forum</b>    | Forum Day  | <ul style="list-style-type: none"> <li>• Assist Forum Leader with retesting the computer, PowerPoint and videos, projector, and cords.</li> <li>• Follow any instructions or requests of the Forum Leader.</li> <li>• <b>Reminder:</b> take photos!</li> </ul>  |
| <b>Day after Forum</b> | Post Forum | <ul style="list-style-type: none"> <li>• Scan and e-mail, or mail, the <b>Information Cards, Evaluation Forms</b> to <a href="mailto:jfym@reach-out.org">jfym@reach-out.org</a> OR:<br/>Reach Out Youth Solutions<br/>5355 Rocky Hill Drive<br/>Lilburn, GA 30047</li> <li>• E-mail pictures to <a href="mailto:jfym@reach-out.org">jfym@reach-out.org</a>.</li> </ul>  |