



**P.O. Box 2002  
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www.youthframeworks.com**

This is the *Leader Training Seminar* Host Information Packet you requested. It is my distinct pleasure to send it to you. My prayer is that you will sincerely seek God and His will in regards to you hosting this event.

Please take a few minutes right now to review the contents of this packet. You should find all of the information to be self-explanatory, but should you have a question or comment concerning anything, please feel free to contact me.

In order to schedule a *Leader Training Seminar*, you need to complete the following steps:

1. Review the *Leader Training Seminar* Host Requirements;
2. Contact Youth Frameworks to finalize a date for the seminar;
3. Complete and sign the Ministry Agreement;
4. Have your Pastor and Church Treasurer review the Host Requirements and sign the Ministry Agreement;
5. Return the completed and signed Ministry Agreement, along with a check made payable to Youth Frameworks for the \$100.00 deposit, to Youth Frameworks at the address above.

Within two weeks of receipt of your Ministry Agreement and deposit, you will receive a confirmation letter and a Promotional Strategy Packet. It will contain the Promotional Strategy that will take you step-by-step through the promotion of the event.

Thank you for considering hosting one of these eternity-altering events. You can rest assured that we consider it an honor and privilege to have a part in your ministry.

Serving You For Him,

Robert Wallace, President  
Youth Frameworks



## ***Youth Leader Training Seminar Host Requirements***

1. Provide the facilities for the seminar. Any room will work. Some do it in the Sanctuary, but that is not the preferred setting. The best setting is a room with plenty of room and possibly even some tables for them to use to write on. However, we can make any room work.
2. Handle the promotion and registration for the seminar. I will provide you with the masters for a promotional brochure that has your specific information on it. You can then use them to make copies and send to those in your area. You will also need to set a registration deadline (preferably a week in advance).
3. Arrange lunch for the group. Most have church members make sandwiches and/or set out meat trays so that they can make their own. We don't want them to have a big lunch since there will still be a couple of hours of seminar left after lunch. If it is not possible for church members to provide the lunch, then you should at least arrange for some discounts at area fast food restaurants.
4. Pay the travel expenses. This would include mileage (at the current IRS mileage rate) or airfare/rental car, etc., a place to stay and meals while there. Either a hotel or a private home can be utilized. When using a private home, care should be taken to ensure that there is at least some level of privacy. A private bath is preferred.
6. The fee for the seminar is \$15 per person. We ask that the host church guarantee us 35 paying attendees. A \$100 nonrefundable deposit is required to schedule a date.
7. The host should work to ensure that other engagements in the area are pursued in conjunction with the seminar. Some hosts will schedule a Youth Revival, etc. for the days before or after the seminar. If that is not feasible, then the host should contact other churches in the area to suggest utilizing Youth Frameworks while we are already in the area. This would also allow you to possibly share travel expenses. Honorarium for these events will be negotiated based on the details.



# *Leader Training Seminar Ministry Agreement*

## **Host Church Information**

Church Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Web Site \_\_\_\_\_

## **Host Facility Information**

Facility Name \_\_\_\_\_

Facility Physical Address \_\_\_\_\_

Facility Telephone Number \_\_\_\_\_

## **Event Coordinator**

Coordinator/Contact Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Pager Number \_\_\_\_\_ Email Address \_\_\_\_\_

*Date(s) of the Youth Leader Training Seminar* \_\_\_\_\_

We, the undersigned, have read and agree to adhere to the host requirements, including the deposit/cancellation policy. We also understand that final payment is due no later than the day of the *Youth Leader Training Seminar*.

\_\_\_\_\_  
*Event Coordinator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Host Church Pastor*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Host Church Treasurer*

\_\_\_\_\_  
*Date*