



THE ROAD TO JERUSALEM

700 N. COLORADO BLVD. #152
DENVER CO 80206

EVENT REQUIREMENTS

Here is a general outline of separate areas of need that involve THE ROAD TO JERUSALEM conferences. We are looking for churches to partner with us. When followed it is proven that these guidelines will produce a successful conference. *** It is important to know that items can be scaled back, reassigned and even reconsidered, if you feel they may be overwhelming or if you are faced with limited capabilities***

Pre conference presentation: Designate a time that Coach McCartney, Dr. Washington, or a TRTJ staff member can come and speak to your church staff, pastors, deacons and leaders about our message. The goal is to get total buy in throughout all participating in planning and executing the conference. This unity will help prepare the hearts of the laborers when THE ROAD TO JERUSALEM comes to your location. The day before the event Dr. Washington requests to meet with the church staff for the purpose of thanking them for the work they have done and will be doing.

Days: These are the qualification for a two day event which we classify as a "Major Event" (2000+ people). Major events typically run from Friday evening to Saturday afternoon. However we also have two other categories of events which require fewer resources to be successful. "Mini Events" are a one day or half day event with anywhere from 500-2000 people. "ICCM Banquets" consist of a dinner, message and concert with anywhere from 150 -500 people. We will be happy to discuss the specific requirements for these types of events with you as well.

Marketplace: We will need an area suitable for setting up approximately 3 - 10 8' tables and that would allow foot traffic. If the tables could have 2 chairs each and easily accessible from the main sanctuary that would be best. There will need to be power outlets for certain ministry tables and vendors. We will have Dove Cassettes doing on-site DVD and CD duplication, so they will need an area that will allow for them to view the conference and be patched into the sound system as well as an area to quickly burn and sell conference DVDs & CD's.

Young Adult Service: This program is separate from the adult program only on Saturday and may require a different building from the main sanctuary (unless we decide to use the main sanctuary for this during adult breakout sessions). Will need all of the same type of audio visual production equipment as the main service. We will have worship bands, speakers, dancing and a need for DVD and Power point as well. Would it be possible to have a screen with video support playing during the young adult event?



| www.roadtojerusalem.org 866-991-0550 toll free

Registration: We will need to set up an area to facilitate both walk-up registration and pre-registration on Friday and Saturday. This will probably require eight 8' tables placed in an entrance or suitable area. We will setup online registration and phone registrations ourselves. We do however need you to take physical registrations and fees at your church after all of your services leading up to the conference.

Office Space: We will need the ability to set up an administrative headquarters on site to handle all of our registration and other needs. Would we be able to have access to 2 – 3 offices and a conference room for about 10 people to meet, as well as internet access, access to a copier, fax and telephone(s)?

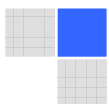
Prayer: At each of our events we set up two prayer rooms. One is to be open to our intercessory team before and throughout the event so that they might intercede on behalf of the event. Preferably somewhere they could bring some acoustic instruments and worship and pray without disturbing the service or any of your offices. We also like to have a small, intimate room where our speakers can go to prepare and be prayed over before they speak that is either backstage or directly side-stage.

Transportation: We ask that you handle the majority of transporting for our staff and program team. Although we do rent a vehicle, it usually does not cover transportation for the number of people we are responsible for when putting on a larger scale conference. This would include airport pick up and drop offs, hotel pickup and drop offs, and venue pickup and drop offs.

Green Room: We would like to have a green room available for our speakers and artists on Friday and Saturday near the sanctuary if possible.

Food Service: We have a food service team that comes to each of our events and prepares meals for staff, volunteers and speakers/artists. Is there a kitchen that they would be able to use before, during, and right after the conference to meet these needs? Also, is there a room we could set up as staff/volunteer headquarters where larger meetings and meals could be held? We will be offering boxed lunches to our guests on Saturday. We will need a large area to set up the distribution of these lunches based on projected attendance. This needs to be in an area able to service people in a timely fashion so that distribution and the actual time to eat can all be accomplished in 1 hour. Could you designate an area where you would prefer for people to eat?

Breakout Sessions: On Saturday afternoon, before lunch we will have a few hours of breakout sessions. We will have up to 6 of these. Are there enough rooms to facilitate our break-out sessions? How many people would each of these rooms be able to handle?



Audio/Visual Specs: We will have worship bands, speakers, dancing and a need for DVD and Power point. If possible a large back screen with video support playing during the event. We will make the connection between your personnel and our multimedia supervisors to discuss details.

Flyers / Marketing: Would you be willing to distribute flyers for the event to your congregation? We can either email you a PDF and you can print them out, which is what we prefer, or we can print them for you and mail them to the church. Would you be willing to setup meetings and or luncheons with other church leaders in your area for Coach and or Dr. Washington to meet with?

Communications: Do you have radios for communications? If so, how many would be available for us to use. These increase our ability to communicate properly before and during the event.

Follow Up: Due to the small staff at THE ROAD TO JERUSALEM we do not have in place a follow up procedure for maintaining contact and relationships with pastors and the Messianic churches in the area. We can however make calls and coordinate meetings based off your efforts on the ground and foster relationships between the Messianic community and the church. We are depending on you to keep the dialogue going, to build relationships with contacts you make during the conference, and creating increased opportunities for other conferences in your area.

Finances: TRTJ needs partnering congregations to assist with expenses within the measure of their capability. The expense for a Mini-Conference or ICCM Banquet is \$10,000.00. The expense for a full conference will range between \$35-50,000.00. Attendance at a banquet or mini-conference is less than a thousand, while attendance at a full conference is expected to exceed a thousand. Expenses include: Air travel for staff (3-7), speakers, Worship Band and Messianic Artist, Honorariums for speakers (excluding TRTJ Staff), Worship Band and Messianic Artist, hotel, food and car rentals, shipping, congregational technical staff, custodial, and marketing. A gift or love offering especially in advance of the event is especially helpful as flights and marketing costs must be covered in advance of the event.

In His service,



Raleigh B. Washington
President/CEO
THE ROAD TO JERUSALEM



Coach Bill McCartney
Founder/Chairman of the Board
THE ROAD TO JERUSALEM

