



INTERESTED IN HOSTING A SHARE YOUR FAITH WORKSHOP AT YOUR CHURCH?

EE International
10 Misty Valley Parkway
Arden, NC 28704
Phone: 828-585-4100
syf@eeworks.org

Workshop date and teacher: Our Training Administrator will help set up a date and teacher for your workshop, syf@eeworks.org.

Suggested workshop format: Typically a workshop is held on Saturday (9:00 AM to 4:00 PM with a break for lunch) but we will help you plan the schedule that works best for your church.

Cost of workshop: \$15.00 per person (to EE USA) includes materials. Church is asked to cover the instructor's expenses (travel and lodging). An honorarium for the instructor is appreciated.

Promotion: We will provide samples of a registration form, poster, email invitation and Share Your Faith brochures with which you may promote your Workshop. Your workshop will also be listed on the EE Training Events website.

Registrations: People can register online at: www.syfonline.org, or through your church, or both – your choice.

Facility: We'll need a room big enough to hold the number of participants you expect, as well as space for the instructor's A-V equipment.

Equipment needed: Video projector and screen for Power Point presentation, lectern, microphone (preferably wireless), small table for A-V equipment, extension cord and a microphone cord to run sound for the presentation.

Materials: Our Training Administrator will contact you about 10 days before the workshop to place your order – payment (\$15 per person) is made by credit/debit card or check at that time.

Lunch: We recommend providing a light lunch, to keep the break time down to ½ hour – you can increase the amount of the registration fee to cover your cost, or just ask for donations.

Finances: At the close of the workshop you'll give a check to the instructor (payable to him/her) for personal expenses, such as travel/mileage and motel. An honorarium may be included as part of this check.

Wrap Up: You will complete a manifest and email it to syf@eeworks.org at the end of the workshop. Any unused materials can be returned for a refund, or kept at a discounted price.

Ready to get started? Contact EE International for a Host Package with more detailed instructions. Call 828-585-4100 or email syf@eeworks.org.