

Organising 'A Day Together' event

The most important information you need to host the 'A Day Together' (ADT) seminar for couples is in this guide. The two key ingredients missing are: you and us!

You may be reading this guide because you are thinking about organising an event in your community. If that is the case please contact us as soon as possible to discuss possible dates, if possible, at least six months before your intended event.

Email: info@familylifeuk.org

Tel: +44 (0) 1753 669473

If you are reading this guide because you have already agreed an event date with us, then we hope you will find everything you need to make your ADT event run smoothly. Our Events Coordinator is Ceri Keates. Ceri and her team of event administrators will help you prepare for the day. Her contact details are:

Email: cerikeates@familylifeuk.org

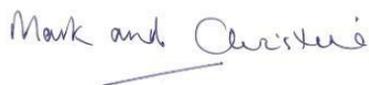
Tel: +44 (0) 785 901 6347

There is one more resource to help you and that is our dedicated event website:

www.adaytogether.org

On the website you will find information about the event, including: what to expect, stories and video testimonials from couples who have been on a day. This is a great resource to point people to for INFO & BOOKING. There are also sections called 'Organise an event' and 'Downloads' which are there to support organisers.

The FamilyLife team looks forward to working with you. As we work together, we can play a part in building and strengthening marriages and relationships in your community.



Mark & Christine Daniel
Directors, FamilyLife

Contents	Page
General information	3
Planning & promotion	4
Countdown checklists	10
On the day checklist	15
Follow-up after the event	16

familylife

FamilyLife is a ministry of Agapé

Agapé is a registered charity No 258421 and is part of Campus Crusade for Christ for Christ International.
Address: Agapé, 167 Newhall Street, Birmingham, B3 1SW, UK. Tel: 0121 765 4404 Web: www.agape.org.uk



General information

Thank you for your interest in holding an 'A Day Together' seminar in your community. Ideal as a stand-alone event, as a refresher for another couples' course or an outreach into the community, 'A Day Together' is an exciting new tool that helps couples of all faiths and none. Couples put aside a day to draw closer to one another and look at key issues, including communication, conflict and intimacy.

Seasoned with relevant and inspiring Christian testimony, 'A Day Together' helps couples to grow closer together and ultimately, also to God.

There are stories, testimonials and videos from events on our event website www.adaytogether.org and FamilyLife's Facebook page: www.facebook.com/familylife.uk

Aims of the day

The aim of the day is to help couples to grow closer in their relationship – to have a stronger, happier and healthier relationship. We have put together five great sessions to equip couples for some of the most important aspects of all relationships.

- 1 Communicating together: developing a deeper understanding of each other.
- 2 Growing together: identifying what tends to pull us apart and what helps us to grow closer.
- 3 Resolving conflict together: managing our disagreements in a healthy way.
- 4 Loving together: understanding each other's needs and love languages.
- 5 Moving on together: discovering fresh ways to continue growing as a couple.

FamilyLife has trained a team of couples in skilfully sharing their own, often gritty stories, to inspire attendees to tend their own relationships. There is space for couples to talk privately and there is **no group work or group discussion.**

The content of the day is based on research and our experience of what works. We use the Bible as a key reference point because we believe that the timeless principles are practical and full of wisdom. We aim to promote marriage as a loving, faithful and committed union between a man and a woman and to make the day very helpful and fun too.

A survey rated the event as **five stars**, amongst all age and faith groups. 100% of people recently rated the day as either 'excellent' or 'good'

"We had an excellent day. It meant a great deal that all presenters were not 'perfect' or super middle-class role models."

The target audience

The 'A Day Together' seminar is suitable for all kinds of couples whether living together, engaged, married or not. It's great for those whose relationship is solid OR struggling. The day is designed for churchgoers, those of other faiths AND those who wouldn't normally come to church as long as they are open to relationship values based on biblical principles. The emphasis of the day is on practical application which benefits all couples attending, whatever faith position or circumstance.

"It's great - all relationships can be improved, even the best ones!" (Married couple)

"As a non-Christian, not what I was expecting. A very relaxed, yet informative approach to relationships that will benefit both me and my partner." (Couple in a long-term relationship)

Guide

This guide sets out to help you plan and organise an 'A Day Together' event. **It's a very good idea to read the whole guide before you start planning anything** to get a full picture of what it entails (and we've tried to make this guide simple but comprehensive). You may also find it helpful to see 'A Day Together' as something that has three phases:

PHASE 1. Planning and promotion

Thinking ahead and good planning will help make the day run smoothly. Good promotion will help people see how worthwhile it is so they will come themselves AND help them to be confident to invite/bring along their friends, family and neighbours. This guide also contains a countdown checklist leading up to the day itself with key activities to complete for each time period. See pages 10-14

PHASE 2. The day itself.

Your role is to provide an appropriate welcoming venue for couples, which should include some refreshments but may or may not include lunch. You will have a hosting team who will work with the FamilyLife team who are delivering the seminar. See page 15

PHASE 3. Follow-up.

The event is a great launch pad for couples to continue growing in their relationship with each other AND with God. It's important to think about what you will do to follow on **after** the day so that couples can be given ideas **on** the day of what they can do next. It's easy to ignore this phase until after the day but we recommend you plan your follow-up as well as the event itself. See pages 16-17

All three phases are equally important!

FamilyLife support:

Our Events Coordinator, Ceri Keates or a member of her events team will help you every step of the way.
Email: cerikeates@familylifeuk.org Tel: +44 (0) 785 901 6347

We will also provide:

- This guide, which will help you successfully plan and organise your event.
- Website support and resources are available to download FREE from our website www.adaytogether.org. Click on **Organise an event / Downloads**.
- Marketing pack consisting of:
 - 250 A4 Colour three-fold invitation brochures.
 - PDFs to print your own A4 colour posters.
 - Power Point Slide.
 - Marketing of your event via the FamilyLife websites, social media and national network.
 - Soft copy details about the event and some promotional images for you to put on your local website.
- Registration spread sheet (download FREE from www.adaytogether.org)
- Confirmation letter for you to tailor (download FREE from www.adaytogether.org)
- A team of our highly trained seminar facilitators.
- Multimedia presentations.
- A quality 'A Day Together' **seminar notebook** for each delegate.
- **Evaluation form** for completion at the end of the day.
- Post event FamilyLife will send you:
 - An **event report** which will summarise feedback and outcomes from the day.
 - List of delegates to follow up with those interested in Christianity and/or those that need local help with a counsellor.
 - List of delegates who wish to join 'Together' groups (a recommended follow-up after the event. See pages 16-17)

Things you need to plan and provide

1. VENUE - with capacity for:

- **The setting up of a relaxed, welcoming environment.** If possible, it's a good idea to set out chairs facing the front in pairs with a small space between each pair. A semi-circle alignment for each row is also more welcoming and informal than straight lines of chairs (if space allows). Decorating the venue is also a good idea and can be done imaginatively on any kind of budget (Simple greenery, flowers, balloons, candles etc.). Go to [www.adaytogether.org](http://www adaytogether.org) and click on **Organise an event / Downloads** for ideas and photos from other events.
- **Multimedia presentations.** A screen, projector and audio system are required. Details are in COUNTDOWN 4, page 13. (FL can provide by request if given sufficient notice).
- **Hospitality/refreshments/lunch.**
- **'Break out' Couple Time areas for couples.** Each couple will need a private space with two chairs and a small table (table optional) where they can go between sessions to discuss what they have heard. These 'break out' areas should ideally be numbered and allocated on registration. Couples will need a reasonable level of privacy so ensure you spread your breakout areas. It's also helpful to play soft background music in rooms with more than one couple. We suggest gentle classical, jazz or other music without vocals. Guitar or piano music is ideal. Your hosting team will need to organise this. Speak to the FL team if unsure.
- **Bookstall.** FamilyLife will display 'Together' resources for purchase (see pages 16-17) and viewing copies of recommended books that can be ordered and so a table will be needed (sales will be managed by the FamilyLife team and funds will go to FamilyLife).
- **2 chairs** off stage for facilitators (for discussion times).

2. REGISTRATION:

- We will provide an online registration facility to take bookings for the event. We will ask you to confirm a final date for registrations. After this date, registrations and payments will be taken on the day of the event.
- FamilyLife will **confirm each booking** by sending a confirmation letter (sample provided as website download for you to tailor) to the delegates by e-mail. We will also include specific details about hospitality/lunch, directions to the venue and possible local accommodation options as some delegates may travel from a distance.
- We recommend that couples book a 'date' for the night of the event (which is suggested in the confirmation letter) so you may wish to recommend a few local places to eat.

3. YOUR TEAM: One person can do several jobs, but **it will be helpful to spread the load!** We suggest you appoint:

- **A seminar organiser** – to head up the event. Someone who is good at organising and delegating with attention to detail. They will work through this guide and keep everyone on track. This person will probably also work in close contact with the FamilyLife team.
- **Money Manager** – someone who can draw up a budget and keep track of spending (page 6).
- **Marketing/Promotion organiser** – someone enthusiastic to promote the event (see Promotion Plan on page 7)
- **Hospitality organiser** – organises refreshments, lunch (if being provided) and teams to serve and clear up on the day. We recommend two serving points for refreshments.
- **Technical Support** – liaise with FamilyLife, meet team before the event and be present on the day to help with multimedia.
- **Prayer Support** - nominate a prayer champion for the event who will raise up several people to pray.
- **Venue organiser** – sets up registration area, chairs for delegates, break-out areas for couples, hospitality areas and decorations (if appropriate).
- **Follow-up organiser** – someone who will be responsible for phase 3 (see pages 16-17). We recommend you appoint someone BEFORE the event so that follow-up options can be presented on the day of the event.

Financial plan

You will want to draw up a budget and keep track of spending against budget. Your budget will decide the price charged to delegates and will be affected by:

1. The need to cover your own fixed costs (the FamilyLife charge as per the agreement, venue costs, heating, lighting, etc.).
2. Decisions about variable costs. Will you provide basic hospitality (tea, coffee, soft drinks and biscuits) with delegates bringing packed lunches? Will you provide a packed lunch (sandwich, crisps, chocolate bar and fruit) or a simple cooked meal (soup/bread/cheese/fruit or a pasta bake & salad)? Are any additional funds required for promotion? Will you allocate funds to decorate the venue? Will you purchase thank you cards/gifts for your team?
3. You are working to a minimum of 25 attending couples (50 people)¹ to ensure that the event is viable.
4. What you think people in your community can afford. You could have a bursary fund to support those in need.

Schedule

A sample outline of the day with suggested timings is set out below (FL will supply final schedule on the day).

Start	Duration	End	Activity
08:30	01:00	09:30	FL team arrives, prayer and co-ordinate teams & briefing.
09:30	00:30	10:00	Arrival of delegates and registration. Refreshments.
10:00	00:15	10:15	Welcome and Intro
10:15	00:05	10:20	<i>ENRICH questionnaire</i>
10:20	00:35	10:55	Session 1: Communicating Together
10:55	00:30	11:25	<i>Couple time 1 in seats with Coffee</i>
11:25	00:35	12:00	Session 2: Growing Together
12:00	00:30	12:30	<i>Couple time 2</i>
12:30	00:55	13:25	Lunch
13:25	00:40	14:05	Session 3: Resolving Conflict Together
14:05	00:30	14:35	<i>Couple time 3</i>
14:35	00:35	15:10	Session 4: Loving Together
15:10	00:35	15:45	<i>Couple Time 4 with Tea</i>
15:45	00:10	15:55	<i>Love Languages Survey</i>
15:55	00:35	16:25	Session 5: Moving on Together
16:30	00:10	16:40	<i>ENRICH questionnaire part 2</i> Evaluation Forms. Closing remarks
16:40	00:05	16:45	Delegates depart (record optional video vox pops).

¹ This number is subject to agreement with FamilyLife.

Promotion plan

The confidence of your team in the event is key to promoting it. Be assured that those who come **will** benefit. You will need a key person with passion, enthusiasm, and time to promote the event widely. Experience shows that people do not register without being invited several times and often that needs to be done face to face.

“It is just life-changing. Especially for a man to hear ‘real men’ saying things like.... Our marriage is more important than houses or cars and yet we spend money servicing such items.”

We have learned that people are more likely to attend these events when a person they know invites them. There are tips to help you invite people below. **We strongly recommend that you appoint a few event champions to help you!** Event champions are men and women that will:

- Commit to attending the event themselves (or have done so already and are very enthusiastic about helping people to attend the day).
- Promote it in the church and community by actively telling people about it.
- Invite and encourage others to come along.
- There are some people who cannot come to the event themselves but who are willing to look after someone else’s children to enable them to come. It’s really worth having a few names of people who are able to informally support the event in this way.

NB. You could consider offering formal childcare for the event, but we leave this for you to decide, as it requires trained personnel and appropriate facilities.

PROMOTION MATERIALS

- 250 A4 colour three fold invitation brochures.
- PDFs to print your own A4 colour posters.
- PowerPoint Slide.
- Soft copy details about the event and some promotional images for you to put on your local website. Download free from www adaytogether.org
- FamilyLife will promote your event via the FamilyLife websites, social media and national network.
- Your imagination!

You will need to provide us with the following CONFIRMED information when ordering your brochures and posters:

- Date and venue address.
- Cost per delegate/couple.
- Start/finish times.
- If lunch is provided/any additional costs.
- Contact info for registration (name, telephone number, email, full postal address and website details.)
- If providing childcare, detail of children’s ages.

PROMOTION MESSAGES

Making regular announcements at meetings and church services is vital. Make sure they are very positive and upbeat in tone. You could briefly interview a couple up front who have done a seminar before and ask them about their experience. Questions like:

- *What did you think before going to the seminar?*
- *What was the day together seminar like?*
- *What would you say to anyone thinking of coming?*

Overall, make sure your marketing and promotion sends out positive messages such as...

- **Relationships are precious and need to be nurtured.** People service their cars and look after their gardens... so why not invest in your marriage/relationships?

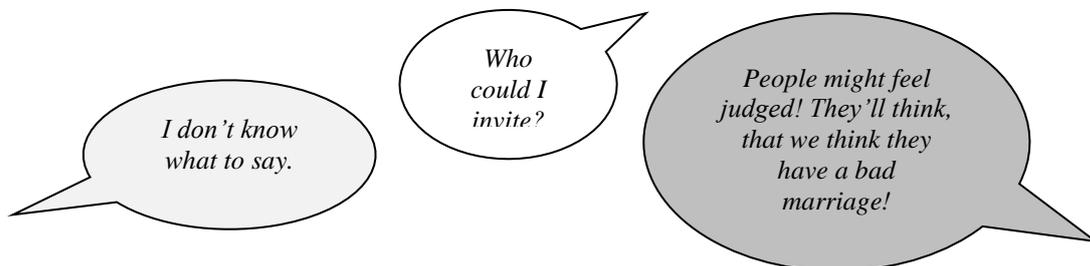
- **VERY ACCESSIBLE.** This seminar is accessible for all couples whether married, living together or engaged. There is no assumption that people are Christians although some openness to Christian values based on principles in the Bible would be helpful. We regularly have people of all faiths and none attend the day and come away very enthusiastic.

“We’ve never done anything formal as a couple and don’t consider ourselves as having any problems, however today has given us amazing new depth and insight into each other and our relationship. I feel more equipped to communicate successfully, tackle problems in the future, and love my husband selflessly. Bring on the future!”

- **GOOD TO GREAT!** Through this seminar a good relationship can be transformed (with God’s help) into a great one. Naturally the seminar also helps those who have only been together a short while to lay strong foundations and there will be help for those who are struggling too.
- **GROWTH AS A DISCIPLE! Putting God’s word into practice** is part of every Christian’s growth (see Matthew 7:24-27). This seminar will give delegates the opportunity to do that.
- It is important to **dispel any negative ideas**. Many couples will be concerned that they may be put in an embarrassing position or feel judged. This will not be the case. Make sure that people know that there is **no sharing in public or in groups**.

“I’ve been to these sorts of seminars before and I haven’t enjoyed them. I came today because my wife wanted me to come. Today was a different experience because I didn’t feel judged. At the other event the people were ‘perfect’, and I ended up feeling guilty.”

TIPS FOR INVITING PEOPLE



You can be confident that people who come will benefit. Feedback tells us that even those who come reluctantly leave the seminar feeling they have had a very valuable and enjoyable day. Below are a few tips to help you invite people:

1. **Who?** Think and pray about people to invite and write down their names. Don’t prejudice or dismiss any names too quickly. Consider your sphere of influence: friends, neighbours, church fringe, work/study, sports/leisure, mums & toddlers/school gate, shops/deliveries or workmen...
2. **Pray.** Ask God to help you invite them, to give you the courage to take the initiative and to open their hearts and minds.
3. **Personally invite people.** Here are some ideas:
 - Take the initiative and tell people about the seminar face to face. Saying you’re going really helps. Ask something like... *“I think it looks really good and worth giving up one Saturday for. Would you like to come...here’s a brochure?”*
 - A recommendation from a man is very powerful...tell the men how much their wives will love them for it!
 - Point people at www adaytogether to see the video of testimonials or FamilyLife Facebook page (www.facebook.com/familylife.uk).

- Reassure people that the seminar isn't about therapy or anything embarrassing – there's NO discussion in groups. The couple discussions are carefully constructed to encourage positive communication that is 'safe' and constructive. The day is about making good marriages and relationships better. Be familiar with the promotion messages (above).
- If childcare is an issue see if there is someone to help – relatives, friends?
- Give an information brochure. Put a card or post-it note with it with something like...
Follow-up face to face or over the phone and ask them if they have had a chance to look at the brochure and whether they would like to come. They will be expecting you to call if you've said you would. Be confident because people will be interested.

*Thought this looks interesting.
We've heard it's very good!
Would you like to come? We'll
phone you in a couple of days to
see what you think.*

Mike & Sara

Remember that 'success' in inviting is taking the initiative to give someone an invitation, getting back in touch to see if they can come - and leaving the results to God.

WHO TO PROMOTE TO

1. Promote within your organisation

This is vital! You really want members of your church/organisation to catch a vision for the event, be enthusiastic about coming themselves and feel confident to invite their friends and neighbours.

- Encourage 'leaders' and 'influencers' to attend and tell others they are doing so (lead from the top/by example!)
- Ask your pastor/leader to make regular announcements in church services.
- Send a personalised invitation to everyone in your church/organisation.
- Place a written notice in your church bulletin/organisation's newsletter.
- Set up a manned information table and keep a note of those showing interest to follow-up.
- Enlist support of local event champions (see page 7).
- Use church/organisation website.

2. Promote as an outreach in your community

- Put up posters on notice boards in shopping centres, local libraries, doctors/dental surgeries, gyms, clubs, nurseries and schools.
- Advertise in local papers – this can be extremely effective with a short editorial.
- Many local communities have regular email bulletins which may be a free and effective way of promoting your event to a wide audience. Consider putting the event information and links to the website and booking in frequently. If you don't know how to do this then find someone who is tech savvy.
- Local radio.
- Leave brochures on shop counters.
- Encourage your champions to use Facebook and social media to promote the day. 'LIKE' the FamilyLife Facebook page and regular posts to help spread the word.

3. Promote to other organisations

- Advertise the seminar to other churches and organisations in your area, especially if you have links with schools. Join forces to promote widely.
- Widely distribute the seminar brochures with your details.

COUNTDOWN 1

Fill in the key countdown dates below and put them in your diary.

Please tick the appropriate box as you accomplish each step.

16 weeks (or more) prior to the event: _____ *(date)*.

Decide who, when and where...?

- Select a date for the seminar – agree this with FamilyLife Event Coordinator.
- Decide on a suitable venue and provisionally book it – see page 5.
- Draw up a provisional budget – see page 6.
- Decide on catering, costs and practicalities (venue facilities, how to provide food, NB lunch slot is only 55 minutes).
- Decide how much you will charge the delegates - see page 6.
- Decide on your approach to those who want to attend the seminar but need financial help. Setting up a 'bursary fund' could be useful.
- Complete, sign and send agreement with booking fee to FamilyLife to confirm your booking. Payment as per the agreement.
- Recruit your team – see page 5.
- Begin to develop a promotional plan - see page 7.
- Order your promotional brochures from FamilyLife (emailing the Event Coordinator the specific details to be added to their information).
- Set up your confirmation letter with directions (see www.adaytogether.org to download sample letters). Also see page 5. The Event Coordinator will need a copy of the confirmation letter, so we can send it via email online to all those that have registered (LATEST by the Tuesday prior to the event).

TIP: good planning at this stage will pay off later! Make sure you involve others to spread the load – get your team feeling enthusiastic and mobilized.

COUNTDOWN 2

12 weeks prior to the event: _____ (*date*). **Promotional details & announcements.**

- Confirm venue booking.
- Get prayer team up and running.
- Team to meet regularly and prepare a local promotion plan – press, displays, websites, announcements...
- Distribute posters and brochures.
- Draw up a list of and **recruit event champions**. Give them some simple ‘training’ – make sure they know all about the event, promotion messages and tips on inviting people. See pages 7 & 8.
- FamilyLife will have activated online registration.
- Finalise catering plans. Who will provide what (lunch, tea/coffee/juice?) and when (on arrival, lunchtime, mid-morning and afternoon?)

Announce to your church congregation/organisation

- Put the first notice in your church bulletin/on notice board

Announce to other organisations

- Write/e-mail all the churches, schools and organisations in your area advising them of the seminar. Send a sample brochure. If possible, follow-up a week later with a phone call to encourage attendance and answer any questions. The personal touch is ALWAYS best.

IMPORTANT TIP: don't underestimate the importance of good promotion! Event champions can make all the difference.

COUNTDOWN 3

10 weeks prior to the event: _____ (date) **Promotion hots up!**

- Use PPT slide/promotional DVD for advertising the event to your organisation.
- Forward PPT slide/promotional DVD to other churches/organisations who are promoting the event and send brochures.
- Verbal announcements made in your church/organisation.
- Set up information tables.

COUNTDOWN 4

8 weeks prior to the event: _____ (date) **Reality check!**

- Get your champions and interested couples to book online at www.adaytogether.org. If not take manual bookings.
- Continue making verbal announcements in church/to your organization.
- Technical check. Contact Events Coordinator if you need FamilyLife to provide any of the following. (FL should be able to provide them given enough notice).
 - Projector
 - Screen
 - Audio system
 - Ability to connect a MacBook to the projector. We have adapters that will convert to either DVI, HDMI or VGA.
 - Ability to connect a MacBook into the audio system via a 3.5mm stereo jack.
 - The use of 2 x wireless headset (Britney) microphones OR we can bring our own, but we would then need to plug in our 2 receivers via XLR sockets.

NOTE: *it's time to encourage people to commit to coming and book online.*

COUNTDOWN 5

6 weeks prior to the event: _____ (date) **Take stock.**

- We suggest that the Seminar Organiser contacts their team to encourage them.
- Check brochures in the community and restock as required.
- Ring other churches and organisations in your area. Encourage them to continue promoting the event and ask if they need any more brochures, posters or fliers.
- Ask your pastor/leader to make another public announcement. Consider interviewing a couple up front who have done it before.
- Get in touch with your champions to see how they are doing.
- During the seminar, background music is required in the main meeting room and possibly for the 'break out' spaces. **Advise Events Coordinator if you want to borrow CD players and music CDs** for breakout rooms outside the main meeting room or whether you will undertake to organise background music there.
- Technical check up with Events Coordinator to review arrangements (see note on COUNTDOWN 4 page 12). Let Events Coordinator know who we should talk to regarding AV equipment in the venue.
- Plan venue layout/decoration/breakout spaces/space for lunch – see page 5.
- Plan approach to follow up** - see page 16-17. We recommend you plan follow-up NOW rather than leaving it to after the event.
- Nominate group leaders for post-event 'Together' groups. See page 16.

COUNTDOWN 6

2 weeks prior to event: _____ (date) **Finalisation.**

- Phone all the couples that have shown interest and encourage them to register. Ask event champions or others to help you ring around. Confirm their bookings.
- Check that post-event 'Together' group leader(s) are in place.
- Confirm personnel to help set up/clear up venue, decorate, etc.
- Confirm catering preparations and people to serve, clear-up etc.
- Decide on a final date for registration (if needed).

COUNTDOWN 7

FINAL WEEK: _____ (Date) **Finishing touches.**

- FamilyLife will send a courtesy reminder confirmation email to those that have registered online, or where they provided an email in the manual registration. For others, you should make a follow-up call to confirm. We know from experience that people appreciate this. Make sure they know start time, location, and what they need to bring (packed lunch if applicable).
- Final planning for catering.
- Set up – decoration and break out spaces (**see Important Note below**).
- Advise Event Coordinator if FL team should bring a lectern. Also advise what time the FL team can have access to venue ahead of event – for a technical check, put up bookstall etc. Allocate a place for the team to meet/store personal items.

Important Note: break out spaces.

Each couple will need a private space (2 chairs + optional small table) where they can go at certain 'couple times' in the programme to discuss what they have heard. Some couples can stay in the main meeting room appropriately spread out. Others will need to be allocated other break out spaces. It's essential to think ahead and plan this so couples know exactly where to go on the day (and to avoid confusion and embarrassment if space in the main meeting room is limited). It's a very good idea to number couple seats in the main meeting room and then decide which numbered couples' seats should stay (appropriately spread out) and which ones could be allocated to move to other areas in the building (accordingly numbered). It's a good idea to allocate these numbered break out spaces to couples when they arrive to register on the day. The FL team will advise you on how to do this.

ON THE DAY CHECKLIST

On the day itself you need to provide:

- A minimum of 50 booked delegates (25 couples).
- Decorated hall as a main meeting room, set out with chairs for every couple and the FL team.
- Lectern at the front for FL team facilitators (unless FL team providing).
- AV equipment: Projector
Screen
Audio system
Ability to connect a MacBook to the projector. We have adapters that will convert to either DVI, HDMI or VGA.
Ability to connect a MacBook into the audio system via a 3.5mm stereo jack.
The use of 2 x wireless headset (Britney) microphones OR we can bring our own, but we would then need to plug in our 2 receivers via XLR sockets.
- Soft background music for break out spaces (unless FL team providing).
- Spare pens for those who do not bring them.
- Tables: Two at front of hall for lap top + projector, water and glasses
Book stall at back of hall or where refreshments served
Registration table(s) at entrance
- Two chairs for facilitators off stage.
- Refreshments on arrival, mid-morning and afternoon and enough people to serve and clear away.
Please consider serving from **two serving points**.
- Lunch (unless delegates are bringing their own) packed or catered with people to prepare, serve & clear up.
- At least** two people for registration – to welcome delegates, give out notebooks, schedules, pens (if required) and allocate breakout spaces. One of the FL team may help with this. The FL team will greet attendees on arrival.
- Clearing up team for the end of the day.
- Any promotional information for follow-up events or resources (as agreed with the FL team).

On the day FamilyLife will provide:

- Trained, quality Facilitator Team – generally two or three couples.
- 'A Day Together' seminar notebooks for each delegate.
- Schedule for the day – copy for each couple.
- Evaluation forms
- Laptop for presentations (although presentations may be loaded on to your system on arrival – by prior arrangement with FL team).
- Promotional material for future FL events and resources.

NOTE: If the main meeting room is very bright then lighting may need to be adjusted so that presentations/film clips can be seen on the screen (blinds required, someone to monitor light switches?)

Follow-up after the seminar

Our experience shows that the follow-up after the event is just as important as the day itself. The ADT seminar usually has a great impact on couples. It is a launch pad for continued growth and strengthening of relationships AND often people have a desire to grow and sometimes even explore the Christian faith, both of which are encouraged at the end of the seminar. Many leave full of good intentions. However, the reality is that many plans won't turn to action unless there are some champions – enthusiastic people to take responsibility for follow-up and make things happen. It's vital that you've identified such champions before the day itself and decide how you will follow up.

The FamilyLife team are there to help you obtain information of those who want to be followed up.

Together groups

'Together' is a marriage resource to help couples continue to grow in their relationships and bring God into the heart of their marriages. It combines practical relationship tools and what the Bible teaches about relationships and so is ideal as discipleship material. 'Together' will enable people to grow closer to God and help those exploring the Christian faith (if desired).

It is possible to use 'Together' as a couple or for mentoring of a couple but it is designed to be used in an informal small group setting (often in someone's home and at times to suit the group). We also encourage those who have benefited from being part of a 'Together' small group to pass on those benefits by starting another group, thereby multiplying the ministry and modelling an aspect of discipleship.

We recommend that you start at least one 'Together' small group. You will need one champion couple per group (usually 4-5 couples in a group) to get it off the ground. We also recommend that you have set a date 4-6 weeks after the event to invite interested couples to an informal gathering or an introductory supper for a 'Together' group.

There is a video and lots more information about 'Together' on our dedicated website and we recommend that your champion couple register as members – visit: www.togetherinmarriage.org

Other marriage & relationship courses

More courses and resources are provided by other organisations and you may wish to explore these as follow-up options. You can find out more at:

www.careforthefamily.org.uk National events, courses and a range of helpful resources for all the family.

relationshipcentral.org Courses and materials for marriage, marriage preparation and parenting.

www.timeformarriage.org.uk Marriage enrichment weekends.

Couples needing counselling support

At the event we encourage couples needing more support to work through issues with professional help after the day. We highly recommend that you identify local relationship counselling support FOR COUPLES if someone comes to you for help following the event. There is help on our website about how to find a good counsellor: www.familylifeuk.org/help-for-you/find-a-counsellor

You may know of local couple's counsellors, but you can also contact:

Relate - www.relate.org.uk

Association of Christian counsellors - www.acc.org.uk

People wanting to explore the Christian faith

You can consider a number of ideas to follow-up people who are interested in finding out more.

- Start by arranging an informal face-to-face meeting maybe over coffee to get to know them better as a person. You can also ask them about their own faith experience and interests. Suggestions of good questions are:
 - How would you describe your spiritual journey so far?
 - Who or what is God to you?
 - Who do you think Jesus was?
 - What question would you ask God if you could?

DON'T judge but DO listen well and ask clarifying questions to understand, like: *what makes you believe that?*
- Offer a book and arrange to meet up again to discuss it. Suggestions are:
 - **'Letters from a sceptic'** by Gregory A Boyd & Edward K Boyd
 - **'Why Jesus'** or **'Questions of life'** by Nicky Gumbel
 - **'The Word 121'** exploring John's Gospel one-on-one (www.theword121.com)
- Invite the person to come along to a course to explore the Christian faith. Two well-known courses are:
 - Alpha courses - uk.alpha.org
 - Christianity Explored - www.christianityexplored.org

What FamilyLife does after the day

FamilyLife will email all the people who came to the day (as long as they are happy to be contacted), thanking them for their attendance.

Agapé will send you an invoice. (FamilyLife is a ministry of Agapé)

FamilyLife will send you an **event report** which includes a summary of the day based on:

- Feedback by the delegates.
- Results of the Enrich Survey (a tool used during the day to measure the effectiveness of the seminar). This will tell you what effect the day has had overall in strengthening relationships.
- **The names of those who:**
 - **Want to find out more about the Christian faith**
 - **Want to join 'Together' small groups**

Your Follow up:

- You may wish to send a note of thanks to those who helped promote or organise the seminar.
- Review and act on the Event Report sent by FamilyLife.
- Meet with those who want to find out more about the Christian faith or have questions.
- Invite couples to an introductory meeting to find out more about joining 'Together' groups.
- Give feedback to FamilyLife on your experience of running the event – we want to hear any suggestions about how we can improve it and support your team better.