

Things to prepare	Description	Timeline
Dates and times	Decide on schedule preference	8 Weeks Ahead
Registration	A registration or RSVP system should be set up. Naya Jeevan can do this or hosting church can use their own system.	8 Weeks Ahead
Booking of the Venue/ Room	Big enough to hold anticipated audience	8 Weeks Ahead
Food/Refreshments	This is the host's responsibility – lunch, snacks, and drinks according to the timetable selected. Some churches elect to pay for the food for all participants; others add food cost to the total seminar cost for each participant. This must be decided before finalizing flyers.	8 Weeks Ahead
Publicity	Naya Jeevan will provide a standard flyer and slide which local host may use, or host may create their own. Ideally, publicity can be done widely to all interested churches. Naya Jeevan has a mailing list for most states and major cities and we can send publicity also to our mailing list, while the local organizers send the flyers to those they know. This can include South Asian churches as well as American churches located near South Asian communities. It can also include Christian bookstores and Bible colleges. Publicity must go only to Christians, not non-Christians. Flyers should be ready for distribution 6 weeks ahead of the date, which means decisions about food, venue, timing, and RSVP must be made by then. It is good to send the flyers out two or three times to the same mailing list as reminders, at intervals of 2-3 weeks. If there is a hosting church, announcements should be made every week prior to the seminar. We recommend hosting church to invite other local churches they are in fellowship with.	6 Weeks ahead
Notebooks	For seminars in a distant location (from our office), printing, assembling, and shipping of notebooks may involve extra cost or logistic arrangements, such as getting local volunteers to help assemble notebooks one day before seminar. This requires some advance planning.	2-4 Weeks Ahead
Volunteers needed	For larger groups, please provide one volunteer to man the equipment (comes early for set-up, handles troubleshooting, shows video clips during teaching). And one or more volunteers to handle registration: collect money and give out notebooks as people arrive. Name tags are optional, as organizer wishes.	3 Weeks ahead
Temple visit	We strongly recommend a temple field trip along with the seminar. Either LYN teacher or local organizer may contact the temple. This does not add any cost. Normally participants meet at the temple, then debrief afterward. This may occur during the seminar hours or at a separate time.	2 Weeks ahead
Attendance	If Naya Jeevan is preparing and shipping notebooks, we need a rough estimate 1-2 weeks ahead and final count 3 days ahead.	2 Weeks
Electronics needed	Computer (or flash drive, provided by trainer), projector and speakers, screen or blank wall; or large screen TV; microphone if audience is bigger than 20.	2 Weeks
Notebooks	Notebooks printed and assembled, if local host is doing that.	1 Week ahead
Table for Materials & High stool or Chair for Teacher	Naya Jeevan provides certain materials for the teacher to bring, which are available to students on a donation basis. The teacher is responsible for all such materials and for handling the donations. The teacher should set up the display table but may have volunteer help.	Needed on day of seminar
Room arrangement	This varies with size of audience. It is ideal to have tables for participants to write on. Please have room arranged, AC/heat as needed, one hour prior to start of session.	Needed on day of seminar
A whiteboard, chalkboard, or large paper on easel stand	For writing certain lists on, and the markers/chalk to go with it. This is not absolutely required but is nice to have if available.	Needed on day of seminar

Follow-up / Ongoing strategy implementation

Love Your Neighbor training can stand alone, but ideally we like to see it be part of the hosting church's ongoing strategy to reach their Hindu neighbors. Please discuss some of our strategy options to see what would be a good fit for your church.

Make a plan before the seminar so the trainer can introduce it in the final session.