



# Summit Event Manual

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# Summit Event Manual

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## Event Scope

### Theme

A day long exposure to the latest thinking in world evangelism led by business leaders and ministry pioneers.

### Purpose

To accelerate the fulfillment of the Great Commission by clarifying where we need to send people and give funds.

### Sponsor

Sponsored by the Issachar Initiative, a think-tank of foundations and individuals.

### Hosts

Hosts include local influential individuals, businesses, organizations, foundations and their networks who agree to invite, mobilize, and secure registrations, as well as help host participants at an Issachar Summit.

### Locations

The first Issachar Summit was held in Southern California on January 16, 2012 and was met with inspirational response and feedback. Since then, Summits have been held in many key cities throughout the U.S. and are also being considered for key international cities in the future.

### Target Size

The goal is to secure 300 or more paying participants at each day-long Summit with a desired mix of marketplace leaders (75%), as well as, ministry leaders (25%). Marketplace leaders are further defined as Kingdom leaders from business, from the professions, major donors and/or foundations. Ministry leaders are further defined as executive leaders from ministry and senior pastors/senior mission leaders from the Church.

## Summit Planning Matrix

The Summit Event Manager creates a Summit Planning Matrix which lists the various tasks before, during, and after the Summit. Some examples include: presenter selection/ confirmation; table leader selection/confirmation; materials printed/shipped; pre-event meetings/trainings; facility setup/tear down; etc. This will remain a document “in process.”

This matrix helps with: prioritizing tasks; identifying who will be needed where and when; troubleshooting potential needs/conflicts; etc. It is important to keep this updated and distributed to various department coordinators.



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## Venue

The venue is a critical component of the Summit experience. Since mobilization and promotion require a firm date and location, selecting a venue is a high priority in the early stage of planning.

### Venue Criteria

In searching for a venue, it is important to refer to the “Venue” section of the Summit Checklist. It is the local host committee’s responsibility to research various venue options based upon the parameters listed in the Summit Checklist. The ideal venue has: room to accommodate 325–600 participants in round tables of 8 with an unobstructed view of speaker platform; 1–3 large screens and video monitors for those in overflow; WiFi with capacity for “live streaming,” break-out rooms (optional); ample parking; ease of access from main highway; convenient hotels for out-of-town guests.

### Site Visit

Once the local host committee has identified at least 2-3 venue options, members of the National Event Team make a site visit. It is important to prepare in advance of a site visit:

- Make sure you understand the objectives of the trip so you can plan accordingly
- Make sure to schedule appointments with the appropriate personnel at each venue
- Meet with the local Summit coordinators, i.e. venue, registration, volunteers, etc.
- As a result of this visit, determine how far in advance of the Summit the National Event Team needs to arrive

Keep a record of the following information from potential venues that you research:

- Contact names and details
- List of amenities
- Price list
- Diagrams of rooms and layout options
- Photos (If photos aren’t available online or from the venue, bring your own camera.)

When a venue has been chosen as a possible site, immediately ask the venue representative to pencil in the date, even as the agreement is being reviewed. Inform the local host committee that no final decision has been made, but that you are simply asking venues to hold dates open, if possible.

When obtaining a proposed venue agreement, find out more details as they relate specifically to the Summit. Make sure these issues are addressed in the agreement. Do not assume anything. Ask questions like:

- What time can we “load in” and set up?
- By what time do we need to be loaded out at the end of the event?
- What services and equipment are included in the rental fees?
- What services and equipment are considered “extras” and how are they billed? (i.e. one time, hourly, etc.)
- How many total venue rooms are available for our Summit? Are there additional costs?
- What are the payment arrangements? (i.e. down payment, balance due dates?)



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## Signage

We need a variety of signs, i.e. “restrooms,” “registration” (pre-registered & walk-in; presenters), “breakfast,” “lunch,” “event parking,” etc.

## Parking

In some locations, we need 2-4 volunteers (*depending upon total registration number*) directing participants to designated parking areas, and protecting non-designated parking areas for venue staff.

## Set-Up

Please refer to the Summit Checklist for the details of setting up the venue, i.e. # of tables for registration, hospitality, main hall, etc.

## Marketing

### Website

The Issachar Initiative website provides additional support, ongoing community, resources, tools, and connections. The website features details for each Summit being held in various locations around the U.S. After the basic event details have been confirmed for a Summit (i.e. date/time, location, registration fee), the website designer needs approximately 2 weeks to post the Summit information and prepare the online registration.

### Summit e-Brochure

The e-brochure includes event details plus additional information on: presenters, purpose, format, who should attend, the challenge, first steps, etc. This brochure can be sent digitally or printed with a letter of invitation to marketplace and ministry leaders identified by the local host committee.

## Mobilization

Because the Issachar Summit is an initiative engaging the entire Body of Christ, mobilization should always target a broad representation of marketplace and ministry leaders. Therefore, it is important to identify key national and local leaders to be invited to each Summit. The Executive Director monitors the success of mobilization efforts nationally, regionally, and locally. The local host committee is provided with promotional brochures as early as possible. It may be necessary to motivate, guide, and evaluate their mobilization efforts.

Mobilizers for the Summit should demonstrate these traits:

- A man or woman of influence
- Able to work well inter-denominationally
- Respected in Christian and secular communities
- Desiring unity in the Body of Christ
- Able to give considerable amount of time to assist in mobilization



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## Materials

### Resource Guide

A Summit Resource Guide and Issachar overview visual is provided to each Summit participant that includes an executive summary and details regarding the progress, as well as, the remaining needs of each of the currently very strategic elements of the Great Commission. In addition, the Resource Guide provides direction on how each participant can use his/her influence, expertise, and resources to help extend the reach of the Church. Further direction and assistance is available on request by key donors and network leaders, as well as, on the Issachar website. Guides will be printed and assembled locally. They will also be made available in eBook format.

### Web and Social Media Guide

Each participant receives a social media card that introduces them to the Issachar Initiative website and ways they can personally use social media to promote and share Issachar with others.

### “Zero” Cards

“My Life Will Count for Zero” pocket cards will be distributed to Summit participants.

### Response Forms, Commitment Cards, Envelopes

Table leaders will also distribute the following items to participants: overview cards, commitment cards, response forms, and envelopes for table leaders to collect/return items to Issachar volunteers.

### Videos

A variety of powerful videos (including the Issachar vision casting video) collected from element leaders are shown throughout each Summit and most are made available on the Issachar website.

## Registration

### Funding

A registration fee is charged to each participant to offset the cost of venue, food-n-beverage, materials, and associated Summit costs, with a goal to “break even.” Additional sponsorship opportunities and appeals are utilized, as needed, to help cover any expense shortfalls.

### Online Registration

As soon as the Summit website is ready, online registrations are received and processed for participants paying by debit or credit card or personal check. Online registration ends a few days prior to the Summit (varies by market). If space is available, walk-in registrations are available at the Issachar Summit venue (paid by check, cash, debit or credit card). Note: Registration fees are waived for staff, presenters, and founding partners.

### Name Badges

We need to print all name badges for pre-registered guests prior to day of the Summit. We need to bring blank name badges and a printer for walk-in registrations. Because the event is one day, the style of the name badge is a nice, clothing friendly sticker vs. a badge/lanyard.



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## Resource Guides

We need to distribute Resource Guides at the Summit registration check-in and also provide an eBook version for those who want to follow along and take notes on their iPad or computer.

### On-site: Pre-Registered

The Registration Coordinator is responsible to set up and manage the onsite registration process. Depending upon the total registration number, we will have at least 4 – 8' tables and 6 – chairs for pre-registered stations. Hang registration letters (i.e. A-F; G-L; M-R; S-Z) over each table. Place name badges alphabetically on appropriate tables. Stage appropriate number of Resource Guides behind each table for convenient access and distribution. Complete check-off on pre-registered lists as name badge/Resource Guide is provided to each participant. We need 4 – 6 volunteers manning the registration tables.

### On-site: Walk-In

We need a minimum of 1 registration volunteer with a computer and printer for name badge printing. Additionally, we need internet connectivity to use Square for Walk-In registrations. Participant provides name, email and debit/credit card information, cash, or check (least favored option) made out to Issachar Initiative. Additionally, we need money and a locked cash box or moneybag to store cash and checks; as well as, a sheet for opening balance and manual log of cash/check registrations received. Create name badge and distribute along with Resource Guide to new registrant.

### Participant List

We need to print 6 (six) copies of pre-registered lists: 4 (four) are used at the pre-registered check-in tables, 1 (one) is provided to the Executive Director, and 1 (one) to the Summit Event Manager.

### Registration Supplies

We need at least 10 (ten) pens, 6 (six) Sharpie markers, 4 (four) yellow highlighters, paperclips, scissors, stapler/staples, Scotch tape, masking tape, etc.

## Pre-Summit Dinner

A dinner is held the evening before the Summit to express our appreciation, to pray, and to provide final instructions to presenters and table leaders (which includes a Table Leader Instruction Sheet). Also during this time, we determine the transportation needs of out-of-town guests for the next morning. All lead staff, table leaders, presenters, founding partners, and local host committee should attend. Dinner is underwritten by the local host committee.

## Program Elements

### Program Content

The Summit features the following presentations:

- A new paradigm of organizations working together – Table 71
- Urgency of the Times – Commands from Scripture
- Issachar Initiative Vision
- Elements of the Great Commission
  - Scripture for EVERY Language



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- Disciple-Makers in EVERY People Group
- The Gospel for EVERY Person
- The Bible in story form for EVERY Oral Learner
- A church in EVERY village or neighborhood
- Extending the Kingdom
- Using Your Influence as an Investor
- Using Your Expertise
- Using Your Resources

## Program Format

The program format is based upon the TED conference model: each presenter is given 5 to 20 minutes, depending upon the topic and presentation purpose. Participants are seated at round tables (7-8 per table) for the purpose of discussing questions, exploring problems and solutions, generating new ideas, as well as, networking and building relationships.

## Program Components

The program components are: i.e. Registration and continental breakfast at 7:30am; sessions begin at 8:30am and end by 4:30pm with mid-morning and mid-afternoon breaks plus lunch (*times subject to change at various locations*).

## Emcee

Each Summit features an emcee who is familiar with and supportive of the Issachar Initiative focus. The emcee tracks the timing of sessions so that he/she can keep the program flowing and step in to “cut off” presenters who have gone over, as needed.

## Presenters

All featured presenters are responsible to pay for their own travel and expenses and no honorariums are given. Presenters are selected and secured by Issachar Initiative, with the host team helping to identify and secure local, influential leaders to bring opening, mid-day, and closing prayers.

## Table Leaders

Table leaders are assigned to tables. We will print 6 (six) copies of the table layouts and table leader table assignments for use by the Event Manager, Table Leader Coordinator, Presenter Coordinator, and Green Room Coordinator. Since many of the table leaders are also presenters, this list is used to locate presenters, as needed, throughout the day. Discussion points by element and section are provided in table leader instruction material to help facilitate rich discussions around each table.

## Future Table Leaders

We need to encourage potential city/area leaders to attend a Summit prior to their event. Plan for time of on-site education and debrief as part of preparation.

## Hospitality

### Food-n-Beverage

A local food provider is contracted to provide continental breakfast and a box lunch for each participant. Coffee, soft drinks, and water are also provided.





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## **Green Room**

We need a designated Green Room with easy access to the speaker/emcee platform; water is provided. We also need a staff or volunteer technical assistant to man the Green Room to place a mic on each speaker.

## **Storage**

We need access to refrigerators, coolers or a staging spot for storing potential water bottles for tables.

## **Technical Specifications**

### **Technical Personnel**

The Technical Coordinator is responsible for the technical needs at each Summit location by utilizing: the Summit program; facility diagrams; in-house equipment and personnel available; technical riders, if necessary. The Technical Coordinator works with venue personnel or volunteers to coordinate sound, lights, video, and overall stage management.

### **Sound & Lights**

The elements of sound and lights are extremely intricate for each location. The Technical Coordinator works with both the Summit Event Manager to understand the equipment needed and with the venue personnel to ensure the highest quality of service. Lights are needed to light the stage so the presenter can be seen from all seating angles. Lights can also be used as a stage design element. House lights should be independent of stage lights in order to provide enough light for participants to read documents at different times throughout the program.

### **Projection**

Projection refers to projecting an image onto a screen. Images are usually produced by computers, DVD players, live cameras, or internet. It is used to augment live action on the stage (background to a stage set, information from a presenter such as a PowerPoint/Keynote, or clips or camera views of audience and/or stage presentation). Projection can be used for both the benefit of the audience and the presenters with floor monitors facing the stage to allow presenters to see the screen image that the audience is viewing.

### **Internet Access**

We need internet access for online registration, website access for certain presentations (i.e. Great Commission 2020, etc.), and for potential alternative site streaming access.

### **Rehearsals**

The Technical Coordinator connects with each presenter before the Summit begins to ensure that he/she is familiar with the clicker and that the presentation is in working order. ("Last minute" clicker instructions are also given to the presenter in the Green Room.)

## **Post-Summit**

### **Debrief**

A debrief survey is sent to speakers, local host committee, and table leaders following each Summit. This survey is used to review what went well and what can be improved upon for the next Summit.



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## Follow-through

At the end of the Summit, each participant will receive a response form asking them to provide input and giving them the opportunity to request additional information and resources. An email from Issachar Initiative will also be sent post-Summit thanking them for attending and directing them to the Issachar website for ongoing community, resources, and updates.

## Summit National Event Team

The Summit National Event Team works closely with the Executive Director and consists of the Event Manager, Technical Coordinator, and Materials Coordinator. The National Event Team is responsible to manage the Summit and coordinate details with the local coordinators: i.e. Accommodation & Transportation, Green Room, Hospitality, Parking, Registration, Table Leader, Venue, and Volunteers.

## Summit Event Manager

The Issachar Summit Event Manager is the lead staff person assigned to a Summit. She/he serves as the interface between the Issachar Initiative Executive Director and the local host committee, overseeing the placement, training, and management of the local coordinators and volunteers.

## Event Manager Profile and Skills

This position requires:

- Event management skills
- Good communication skills
- Ability to lead a team of team leaders
- Ability to assess progress and report
- Ability to grasp the big picture
- Ability to create and work on a timeline; meet deadlines
- Ability to problem solve and handle confrontations
- Ability to understand how people work best
- Ability to partner across the Body of Christ
- Heart of an encourager

## Event Manager Responsibilities

The Event Manager:

- Needs to have a clear, “big picture” vision of the event, including planning, organization, and execution
- Works with the Executive Director to gain a clear understanding of the budget categories and have the forecasted budget document for this event readily available
- Works with the National Event Team and local “department” coordinators; each team will have its clear responsibilities and deadlines
- Makes sure everyone knows who they report to, who reports to them, who they are closely working with, and what their function is in the event planning process
- Provides timely information to keep team motivated
- Oversees and monitors progress by all coordinators
- Reports back to the Executive Director with progress, obstacles, praise and prayer items
- Manages the “day of” details



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## Summit Coordinators

### Organizational Flow

It is always important to understand the chain of command for an event. Sort out roles early in order to avoid confusion later. The larger the event, the more delegated authority is needed. As the Event Manager interacts with the local host committee, she/he should add local coordinators on the organizational chart – keeping in mind skill sets and availability; then finalize and distribute an organizational and communication flowchart as a crucial initial step in the planning process.

The local host committee recruits and oversees the people who will carry out the local coordination roles below. Each coordinator regularly reports progress to the Event Manager. The key coordinating roles necessary for the planning of a Summit are listed below and should be communicated to the local host committee and volunteers. The list is suggested as a starting point. Some areas may be combined or more may need to be added depending upon the size of the event.

Each area includes:

- A brief description of each coordinator's role
- A series of questions to help plan and process how different needs can be covered
- A list of main duties and responsibilities for each coordinator

### Accommodation & Transportation Coordinator

This person is responsible to research and give recommendations to the Event Manager about a potential “presenter” hotel plus at least 2-3 additional hotels for participants. In addition, this person is responsible to organize ground transportation, if needed, for the Core Team, National Event Team, and presenters. *Reports to Event Manager; works closely with Parking Coordinator, Presenter Coordinator, and Venue Coordinator.*

*Questions to Ask:*

- What accommodations are near the venue?
- Can a conference discount rate be negotiated?
- Do rooms need to be “blocked?” If so, is a contract required?
- How will people make their room reservation?
- How far is the hotel from the airport?
- How far is the hotel from the venue?
- What is the distance between the airport and the selected presenter hotel?
- What is the distance between the presenter hotel and the venue?
- What are the transportation options between the hotel and the venue? (i.e. hotel shuttle, taxi, etc.)
- Are drivers/vehicles available to transport the presenters back and forth between the hotel and the venue? Between the airport and the hotel?
- What guests need ground transportation? When?

*Responsibilities:*

- Research hotels around venue for Core Team, National Event Team, and presenters
- Negotiate conference hotel discounts, if possible
- Provide the accommodation contact information to the appropriate people



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- Provide directions on how to get between the selected accommodation and the airport and venue
- Provide list of additional hotels (price range) near the venue that can be listed on the Summit website for those who may be flying in from other areas
- Research and provide information on possible transportation options between airport and hotel; hotel and venue
- Organize drivers/vehicles, if needed
- Liaison with Presenter Coordinator to serve the needs of the Core Team, National Event Team, and presenters
- Liaison with Parking and Venue Coordinators to plan pick-ups, drop offs, parking, etc.

## Green Room Coordinator

This person is responsible to manage the service of refreshments and assist with any additional presenter needs in the Green Room. *Reports to Event Manager; works closely with Presenters, Presenter Coordinator, Technical Coordinator, and Venue Coordinator.*

### Questions to Ask:

- What venue room is available to be used as the Green Room?
- Where is it located in relation to the stage?
- What is the path for presenters to take to the stage?
- Where is the restroom in relation to the Green Room?
- Is there a sink/refrigerator in the room or a kitchen nearby?
- What snacks/drinks are made available in the Green Room?
- Is there a cart available to transport food/supplies?
- Does the venue have items that we can use: coffeemakers, carafes, water pitchers, cups/glasses, serving pieces, table linens, etc.?
- Can local churches/ministries be mobilized to provide refreshments for presenters in the Green Room?

### Responsibilities:

- Coordinate all details for providing refreshments to the presenters in the Green Room
- Contact Venue Coordinator about kitchen facilities in the venue and their availability, if needed
- Work with the Presenter Coordinator to ensure the timely arrival of presenters in the Green Room to get mic'd up and receive any last minute instructions
- Communicate with the Event Manager about the timing of the program throughout the day, as well as, any presenter issues that arise

## Hospitality Coordinator

This person is responsible to manage the service of all food-n-beverage to participants. The Executive Director and Event Manager work with the local host to determine the “level of hospitality” to be provided. Once that decision has been made, the Hospitality Coordinator works with the selected caterer to order the needed refreshments. *Reports to Event Manager; works closely with Registration Coordinator and Venue Coordinator.*



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## Questions to Ask:

- What are the scheduled times for continental breakfast, lunch, breaks (2)?
- Who is catering the Summit? Contact name/number?
- What food is being served for the continental breakfast? Lunch?
- Where will we set up the continental breakfast? Lunch?
- How will it be served?
- When does the “final count” need to be submitted to the caterer? [Notes: Include event volunteers + venue volunteers; confirm that caterer will provide a few extras (breakfast & lunch)]
- What beverages are made available during the breaks and throughout the day, i.e. water, coffee, tea, soda, etc.?
- How many volunteers are needed to serve?
- How many volunteers are needed to help clear the tables, pick up trash, clean up the service area?
- Will the venue provide any of their staff for set up and tear down of the area? If so, how many? Is there a fee associated for their service?

## Responsibilities:

- Coordinate all details for serving continental breakfast, lunch, and breaks to participants
- Get participant count from Event Manager
- Inform caterer of total # of participants, meal/break times, set up/tear down times, etc.
- Ensure the availability of hot coffee and water throughout the day
- Ensure sufficient number of trash cans/garbage bags in the refreshment area – especially following breakfast and lunch
- Contact Venue Coordinator about kitchen facilities in the venue and their availability, if needed
- Contact Venue Coordinator about the availability of venue staff, if needed
- Manage the clearing of tables immediately following lunch, if in same room as program

## Materials Coordinator

This person is responsible to coordinate and manage the preparation and distribution of all key pieces of materials for the Summit. *Reports to Event Manager; works closely with Registration Coordinator and Venue Coordinator.*

## Questions to Ask:

- What materials are included in the Resource Guide?
- Do any current materials need to be updated?
- Are all materials ready to print?
- When and where will the Resource Guide be printed?
- When and where will the Resource Guide be compiled? By whom?
- When and where will the materials be shipped?
- Does the venue have a place to store materials in advance of the event? If so, when can they start receiving materials?
- Where is the closest printer to the venue in the event there are “last minute” printing needs?

## Responsibilities:

- Coordinate all elements of the Summit Resource Guide



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- Work with Registration Coordinator to determine number of materials needed
- Confirm with Executive Director any contracted suppliers of specific materials
- Coordinate all aspects of printing Summit materials “on location” by local host committee, i.e. Resource Guide, additional handouts, commitment card, response form, table numbers, “Reserved” cards for table leaders, “Zero” cards, etc. (Send master files 6 weeks in advance)
- Determine if venue can provide space to store printed materials that are shipped in advance of the event
- Ship any materials that are not printed locally to local host committee at least 2 weeks in advance of Summit to avoid “rush” charges
- Coordinate any last minute print jobs with local host committee
- Oversee the placement of items on tables: 8 pens, 1 note pad, 8 bottles of water (4 more at lunch break)

## **Parking Coordinator**

This person is responsible to determine and implement the most efficient plan for parking Summit participants. *Reports to Event Manager; works closely with Transportation Coordinator and Venue Coordinator.*

### *Questions to Ask:*

- Does the venue have a parking coordinator?
- What, if any, parking challenges does the venue present?
- Do we need signage? If so, placed where? Does the venue have signage we can use?
- Will there be reserved parking for presenters, special guests? If so, where? How marked?
- Are there any parking spaces “off limits” to the Summit participants? If so, where? How marked?
- How many volunteers are needed?
- What time should volunteers arrive? What time will they be free to leave?

### *Responsibilities:*

- Talk with the venue’s parking coordinator, if there is one, to get their suggestions
- Create and distribute a map of the venue parking
- Secure the necessary signage and supplies
- Secure walkie-talkies for the parking team; extra batteries
- Work with the Transportation Coordinator to organize any special drop-off/pick-up situations with presenters
- Work with the Volunteer Coordinator to confirm the number of volunteers needed

## **Prayer Coordinator**

This person is responsible for mobilizing intercessory prayer to God for all aspects of the Issachar Summit. *Reports to Event Manager. Works closely with Executive Director, local host committee.*

### *Questions to Ask:*

- Who will serve as prayer chairman for the Summit?
- What sub-teams will need to be established to cover all aspects of prayer needs?
- What volunteer networks and volunteers can be mobilized for prayer?



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- Who will develop and distribute prayer guides for the prayer volunteers?
- How will prayer be scheduled and tracked?
- Will prayer volunteers need a designated prayer room for “day of” prayer?

## *Responsibilities:*

- Ensures prayer is a central focus of both the Issachar national and local host teams
- Mobilizes prayer before and during the Summit for all aspects including:
  - Lead host team and local/regional and national conveners
  - Issachar National Team, emcee, and presenters
  - Summit participants
  - Volunteer coordinators
  - Volunteers
  - Suppliers and partners
  - Audio, video, and technical needs
  - Travel and schedules

## **Presenter Coordinator**

This person ensures that all presenters are accounted for and any last minute needs are handled. *Reports to Event Manager; works closely with Green Room Coordinator.*

## *Questions to Ask:*

- Have all of the presenters arrived? If not, how do we contact them?
- Have all of the presenters checked in at the registration table and received their materials?
- Do all of the presenters know where the Green Room is located and what time they should arrive there to get mic'd up?
- Is a runner/escort available, if needed?

## *Responsibilities:*

- Ensure all presenters have checked in
- Ensure all presenters know where the Green Room is located
- Work with the Green Room Coordinator to ensure the timely arrival of presenters in the Green Room to get mic'd up and receive any last minute instructions
- Work with the Transportation Coordinator on any special needs for presenters

## **Program Coordinator**

This role is filled by the Event Manager who is responsible to manage the program logistics and ensure that sessions stay on time throughout the Summit. *Works closely with Emcee, Technical Coordinator, and Venue Coordinator.*

## *Questions to Ask:*

- Do the emcee and presenters have any special needs?
- Does the Technical Coordinator have all of the media pieces from each presenter? Ready to start?
- Is the countdown clock ready?





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- Are the doors ready to open?
- Are the table leaders in position?
- Are the emcee and timekeeper in position?

## *Responsibilities:*

- Oversee all program components for the Summit
- Finalize room diagram (with table numbers)
- Maintain run sheet of sessions (emcee, presenters, media), breaks, meals
- Coordinate rehearsals with the Technical Coordinator and presenters, as needed

## **Registration Coordinator**

This person manages both online and walk-in registrations for the Summit. *Reports to Event Manager; works closely with Materials Coordinator, Table Leader Coordinator, and Venue Coordinator.*

## *Questions to Ask:*

- Do you expect the majority of participants to pre-register online?
- How many walk-in registrations are you anticipating?
- How many total participants are you expecting?
- What is the best location for registration at the venue?
- Is the internet available for onsite registration?
  - If not, are there land lines for computers that can be used in the registration area?

## *Responsibilities:*

- Keep track of all registrations received by internet, as well as, onsite walk-ins
- Keep the Executive Director and Event Manager informed of anticipated total attendance
- Liaison with the Venue Coordinator regarding all needs for onsite registration: space for registration, tables and chairs, extension cords, internet access, etc.
- Work with the Finance Coordinator to make sure payments are matched with registrants; make sure cash is available for change on registration day
- Prepare registration tables, i.e. 4 tables for every 200 participants
- Prepare appropriate signage for registration area
- Distribute Summit Resource Guides and name badges to participants at check-in
- Bring supplies, i.e. printer, extra name tags, scissors, tape, stapler/staples, markers, etc.

## **Table Leader Coordinator**

This person coordinates the process of securing table leaders for the Summit. *Reports to Event Manager; works closely with Registration Coordinator and Materials Coordinator.*

## *Questions to Ask:*

- How many table leaders do we need?
- Does the local host committee have name suggestions?
- When will the table leaders be trained?

## *Responsibilities:*

- Work with the Event Manager and Registration Coordinator to determine total number of table leaders needed





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- Finalize list of potential table leaders, i.e. all presenters, additional leaders
- Create/distribute list of table leaders table assignments (for Event Manager, Presenter Coordinator, Green Room Coordinator)
- Send letter of invitation to invite them to participate in this capacity
- Confirm list of table leaders
- Send Table Leader Instructions sheet to each leader
- Invite to the Appreciation Dinner the night before the Summit

## Technical Coordinator

This person manages all of the technical needs of the Summit and works closely with the venue technical staff to ensure the highest quality of production. *Reports to Event Manager; works closely with Green Room Coordinator, Program Coordinator, and Venue Coordinator.*

### Questions to Ask:

- What are the technical specifications for this particular Summit?
- What does the venue offer? i.e. equipment, staff, etc.
- What equipment do we need to bring in/rent to supplement the venue equipment?
- Do I have all of the elements from each presenter?
- What type of recording are we going to do for this particular Summit?

### Responsibilities:

- Oversee audio/visual needs for Summit program elements
- Oversee the placement and testing of all technical equipment (presenters, lights, monitors, microphones)
- Arrange for any additional equipment not available through the venue
- Liaison with the Presenter Coordinator to obtain all media from presenters before event, i.e. PowerPoint, video, music, etc.
- Develop message slides for overhead screens that run prior to the start of the Summit, at breaks, during lunch, and at end of the Summit.
- Develop a countdown clock
- Develop bio slides (picture & bio) for emcee and presenters, using an Issachar template
- Capture all videos, place in order of use, and insert into the minute-by-minute timed agenda for venue production & Issachar volunteer technical staff
- Capture any pre-conference, break, lunch, re-convene and closing music clips in MP3 playlist format for venue production and Issachar volunteer technical staff
- Liaison with Program Coordinator to synchronize media and stage elements for the Summit program, i.e. Propresenter, Countdown Clock, etc.
- Develop single Keynote presentation for load onto Mac to be used for all presentations (complete this 2 weeks before Summit for testing purposes)
- Secure remote control with laser pointer, presentation stands for computer/speaker notes on stage
- Secure 3–4 wireless mics for emcee and presenters, as well as, 2 roaming handheld mics for input from the participants
- Instruct presenters on clicker
- Oversee the recording of all sessions, both audio and video



# Summit Event Manual

- Provide a portable hard-drive with 1 Terabyte of space needs to the venue production & Issachar volunteer technical staff for download of video capture of Summit.

## Time Keeper

This person is responsible to time each presenter and work with the Emcee and Event Manager to ensure the program stays on schedule throughout the day. It is important that presenters respect the time keeper. *Reports to Event Manager; works closely with Emcee and presenters.*

### Questions to Ask:

- Have I introduced myself to all presenters so they know who I am?
- Do the presenters know where I will be sitting with the time cards?
- Do I have the time cards?
- How will I signal the emcee that he/she needs to “cut off” a presenter who has gone over?

### Responsibilities:

- Attend the Pre-Summit dinner to introduce yourself to the Executive Director, Event Manager, emcee, and presenters
- Arrive early the morning of the Summit to secure seat at front/middle table
- Get time cards from the Materials Coordinator
- Before the Summit begins, introduce yourself to the presenters who did not attend the Pre-Summit dinner
- Be assertive and accurate; stay on time!

## Venue Coordinator

This person needs to be familiar with the entire venue, both inside and outside, to have an adequate picture of how the event flows. This person is likely to be a venue employee. They should know all the rooms being used and what equipment is available for use by Summit staff for the event. *Reports to Event Manager; works closely with Green Room Coordinator, Hospitality Coordinator, Materials Coordinator, Parking Coordinator, Program Coordinator, Registration Coordinator, Technical Coordinator, and Transportation Coordinator.*

### Questions to Ask:

- What venue options do you have in the host city?  
Keep in mind that the venue should have space for the expected number of leaders around tables.
- Is there a room next to (or near) the main stage where presenters can meet and be served refreshments?
- Where will registration be held?
- Where will the continental breakfast and lunch be served?
- Do we have access to a kitchen for preparations?

### Responsibilities:

- Provide floor plan of the venue to the Executive Director and Event Manager.



# Summit Event Manual

- Inform Event Manager and Technical Coordinator what equipment is available in the venue and what additional equipment needs to be brought in.
- Organize and oversee a team for set-up and tear-down, as needed.
- Maintain cleanliness and order in the venue, i.e. organize a team for trash removal, keeping bathrooms clean, etc.
- Oversee any needed security arrangements.

## **Volunteer Coordinator**

This person is responsible to recruit and assign volunteers to each of the necessary positions. Volunteers can be recruited from local churches, ministries, networks, businesses, schools, etc. *Reports to Event Manager; works closely with all coordinators, as needed.*

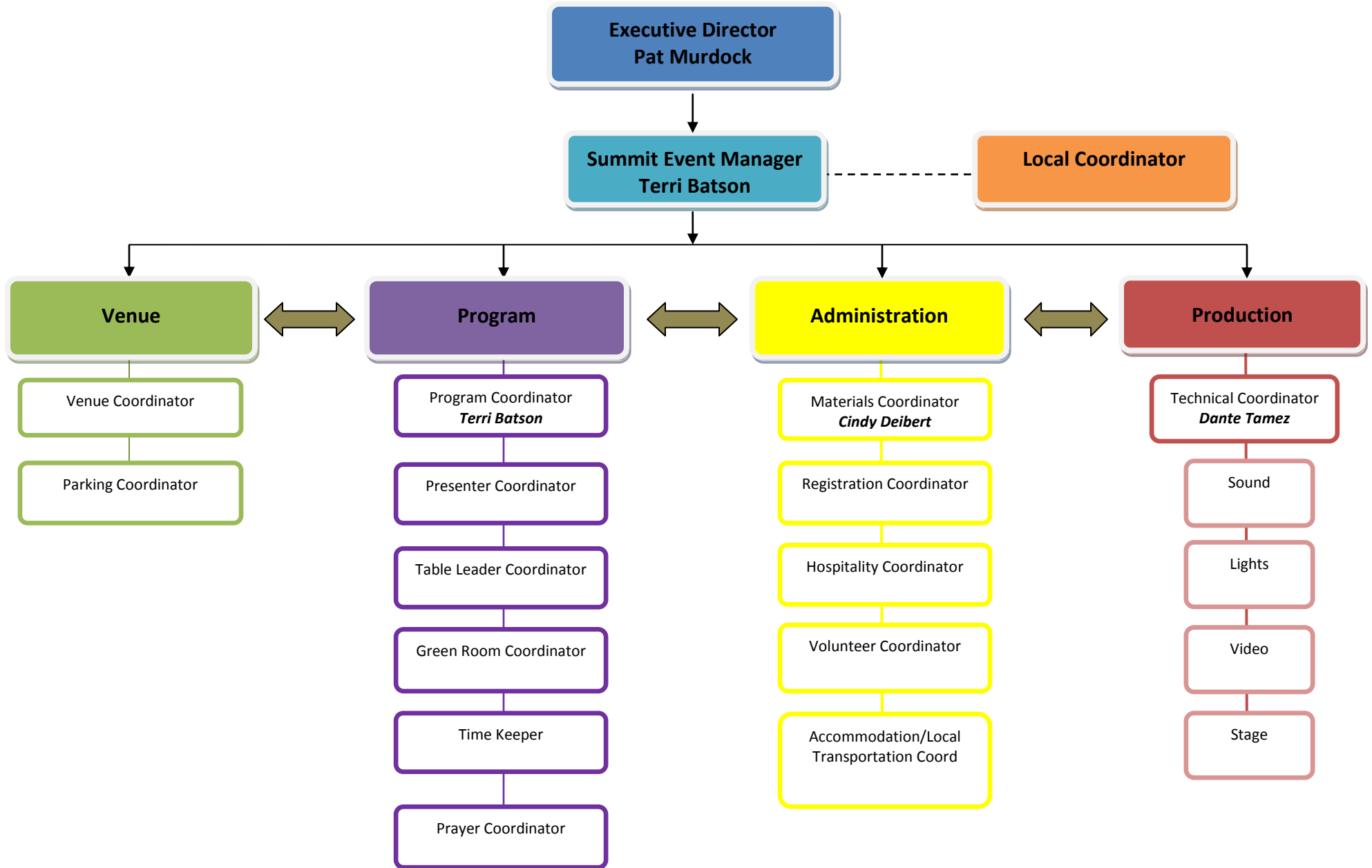
### *Questions to Ask:*

- How many volunteers are needed for each area of service?
- When will volunteers be trained for their assignments?
- What time should volunteers arrive?

### *Responsibilities:*

- Work with the Event Manager to identify the list of positions to be filled by volunteers
- Create a master list of volunteers, i.e. name, contact information, skills, abilities, available times
- Follow-up with all interested individuals
- Select volunteers and initiate regular communication with them prior to the Summit
- Get a list of volunteer needs from each coordinator, i.e. # of people, hours of volunteering
- Assign volunteers to appropriate roles
- Coordinate volunteer training, as needed

# The Issachar Initiative SUMMIT ORGANIZATIONAL CHART





# S A M P L E

## The Issachar Summit

### MEMORANDUM OF UNDERSTANDING

#### Between

Issachar Initiative  
P. O. Box 1963  
Matthews, NC 28106

#### And

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We, Issachar Initiative (“Issachar”) and \_\_\_\_\_ (“\_\_\_\_\_”) have come together to collaborate and to make an agreement for Memorandum of Understanding (“MoU”). The partners entering the MoU have agreed to form a collaboration for bringing an Issachar Summit to \_\_\_\_\_ on \_\_\_\_\_ (“Summit”) and so agree to the following articles and clauses.

**Article I. Purpose and Scope:** To provide a daylong exposure to the latest thinking in world evangelism, led by marketplace leaders and ministry pioneers, in an effort to bring focus and attention to the remaining task of the Great Commission. We believe that clarity will avoid duplication of effort and extend the Kingdom to where the Church is not yet present.

**Article II. Background:** Issachar is a non-profit, think tank of foundations and individuals, serving the global Church. Issachar raises no funds for itself or any specific organization. It advocates on behalf of the unfinished areas of the Great Commission.

**Article III. Roles and Responsibilities of Issachar:** Issachar commits to providing an emcee, all presenters and its national event team to oversee the coordination and execution of all Summit related activity; for covering the costs associated with the Summit venue (site rental, stage, audio/visual, tables, chairs, table clothes, etc), for all participant collateral, for all participant food and drink at the Summit, for providing city specific Summit brochure and Save the Date card artwork files (pdf, jpeg, etc.) to \_\_\_\_\_, as well as providing and managing an online registration site in support of the Summit.

Note: Projected registration fee of \$\_\_\_\_\_.00 is collected from each participant to help Issachar recover its costs associated with the Summit. Issachar will provide proof of general liability and workers compensation insurance for the Summit.

**Article IV. Roles and Responsibilities of \_\_\_\_\_:** \_\_\_\_\_, together with other networks of influencers, commits to securing a minimum audience of \_\_\_\_ key marketplace leaders (75%) and ministry leaders (25%).

Note: Marketplace leaders are further defined as Kingdom leaders from business, from the professions, major donors and/or foundations. Ministry leaders are further defined as executive leaders from ministry and senior pastors/senior mission leaders from the Church.

In addition, \_\_\_\_\_ commits to providing a local volunteer team who is responsible for manning day-of registration, participant check-in and resource tables; as well as, fulfilling all parking, ushering, welcoming and any other day-of/on-site assignments led by Issachar's National Event Team.

\_\_\_\_\_ also commits to recruit sufficient leaders (1 per table of 8 participants) who will serve in the key role of table leader at the Summit (alongside Issachar secured presenters who will also serve in this duo role).

\_\_\_\_\_ commits to hosting all table leaders for a pre-event dinner on behalf of the Summit, coordinating all arrangements and covering all associated costs.

Note: Issachar will provide detailed instructions for each table leader prior to the pre-event dinner, and will co-lead in-person instruction, vision casting and prayer leadership to all table leaders at this pre-event dinner.

**Article V. Issues of Mutual Understanding:** In good faith, Issachar and \_\_\_\_\_ will work as a team, with Issachar leading all activities and preparations related to the actual Summit event and \_\_\_\_\_ leading all activities related to mobilizing and securing the target audience of marketplace and ministry leaders who will attend the Summit event and pre-event dinner. The Issachar Executive Director and National Event Team will provide leadership to the host, co-host, volunteer and table leader teams, who will partner to execute all Issachar pre-event activity and day of activity associated with the Summit. All responsibilities not outlined in sections III and IV will be discussed and agreed upon by Issachar and \_\_\_\_\_, as needed.

## **Article VI. Summit, Partner and Leadership Information:**

### **Issachar Initiative**

- Pat Murdock, Executive Director, Issachar Initiative
- Terri Batson, Summit Event Manager, Issachar Initiative
- Dante Tamez, Technical Coordinator, Issachar Initiative
- Cindy Deibert, Materials/Presenter Coordinator, Issachar Initiative

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  -

**Article VII. Term of Agreement:** The term of agreement for this MoU will be from the date below through \_\_\_\_\_ or date when all final commitments have been met according to agreement.

**Article V. Effective Date and Signatures**

**Issachar Initiative**

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Pat Murdock, Executive Director

Date:

---

---

*(Name/Title)*

Date:



## The Issachar Summit SUMMIT CHECKLIST

**Summit Name:** \_\_\_\_\_

**Summit Date:** \_\_\_\_\_

### HOST(s)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### VENUE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Venue Contact: \_\_\_\_\_

Venue Phone: \_\_\_\_\_

Venue Website: \_\_\_\_\_

### **ON-SITE REGISTRATION:**

Tables: 4-6 (based on registration #)

Chairs: 6-8

Trash Cans: 2-4

Signage

Internet Access:  Wireless  Land line

Electrical Outlets:  No  Yes # \_\_\_\_\_

Extension Cords:  No  Yes # \_\_\_\_\_

Stanchions:  No  Yes # \_\_\_\_\_

Location: \_\_\_\_\_

*Note: Registration should be set up in a visible area where people first enter the venue to ensure that everyone present has registered before being seated at a table.*



**HOSPITALITY:** We offer a continental breakfast and lunch; as well as, water and coffee throughout the day. Typically, we have the food catered by a local restaurant. Summit volunteers are responsible to keep the water and coffee/condiments replenished.

**Continental Breakfast:**

- Tables: 3-4 (based on registration #)
- Trash Cans: 4 (1/table)
- Signage
- Location: \_\_\_\_\_

**Beverages:**

- Tables: 1-2 (based on registration #)
- Trash Cans: 1-2
- Location: \_\_\_\_\_

**Lunch:**

- Tables: 4-6 (based on registration #)
- Trash Cans: 4-6 (1/table)
- Signage
- Location: \_\_\_\_\_

**GREEN ROOM:** Presenters are taken to the Green Room at least 20 minutes before their presentation. This gives them the opportunity to get focused, enjoy a beverage, get mic'd up, and get any last minute instructions.

- Tables: 1 (for water)
- Chairs/Couch: 4-6
- Monitor, if available (or other ability to see how the program is progressing on the platform)
- Mics & Supplies: extra batteries; scissors; clear medical tape; Wet Wipes
- Speaker Schedule (see sample)
- Summit Program Schedule (extra copies)
- Picture of PowerPoint Clicker (to instruct presenters)
- Misc. Supplies: Sharpie; safety pins
- Refreshments: Small water bottles
- Access to Kitchen:  Yes  No

**ROOM LAYOUT:** In order to seat participants at round tables of 8, we need a venue that has a room large enough to facilitate this format. Also important is the type of lighting available in the room.

Maximum # of Participants in Round Tables of 8:

- 300       400       500
- 350       450       Other \_\_\_\_\_

- # of Round Tables of 8: \_\_\_\_\_
- # of Chairs: \_\_\_\_\_
- Table Linens (white):  No  Yes # \_\_\_\_\_
- Table #'s & Stands:  No  Yes # \_\_\_\_\_

**TECHNICAL SPECIFICATIONS:** *This is a list of "minimum requirements."*

- Propresenter
- Projector
- 1 Screen (size: easily seen from rear of room)
- Audio System
- Video Monitor (stage)
- 1 Camera
- 1 Switcher
- Double communication headsets for director and camera operators
- Quality sound system
- Audio board with operator
- Internet access
- Additional monitors around room (only if views from some seats are obstructed)
  
- Staging:**
  - Size – 5’ high; 25-30’ wide
  - Design – something contemporary/“edgy”
- Lighting:** Controls for stage lights need to be separate from house lights
- Green Room:** Need system of communication with Event Manager

**BREAK-OUT ROOMS:** We need 4-6 rooms for break-out sessions the final 30 minutes of the Summit. Ideally, these rooms will have:

- 50 chairs
- Podium for presenter
- LCD projector/Screen/Speakers

<b>ACCOMMODATIONS</b>
-----------------------

***Hotel for Core Team, National Event Team, Presenters, Table Leaders***

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Discount Code: \_\_\_\_\_  
Directions from Airport: \_\_\_\_\_  
Directions to Summit Venue: \_\_\_\_\_

***Hotel(s) for Participants, if different than the above***

**#1** Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Discount Code: \_\_\_\_\_  
Directions from Airport: \_\_\_\_\_  
Directions to Summit Venue: \_\_\_\_\_

#2 Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Website: \_\_\_\_\_  
Discount Code: \_\_\_\_\_  
Directions from Airport: \_\_\_\_\_  
Directions to Summit Venue: \_\_\_\_\_

### TRANSPORTATION

- Nearest Airport to Venue: \_\_\_\_\_  
 Airport Shuttle Available to Hotel(s)?     Yes: \_\_\_\_\_     No: \_\_\_\_\_  
 Transportation Options from Airport to Hotel: \_\_\_\_\_  
 Transportation Options from Hotel to Venue: \_\_\_\_\_

### REGISTRATION

Online Registration to Open (date): \_\_\_\_\_  
Online Registration to Close (date): \_\_\_\_\_

### SUMMIT MARKETING: Website, Save-the-Date Card; Brochure

What are the key features of this particular Summit that need to be included on the information page of the Issachar website, Save-the-Date Card, and/or brochure?

Endorsement quotes and photos from key leaders in this area/region:

### PROJECT ESTIMATES

Estimated Attendance: \_\_\_\_\_  
Projected Total Budget: \_\_\_\_\_  
Planning Start Date: \_\_\_\_\_

### ADDITIONAL COMMENTS

Submitted By: \_\_\_\_\_

Date: \_\_\_\_\_



## Issachar Summit SAMPLE PLANNING MATRIX

Name (City)

Tasks	Status	Responsible Party
<b>6 to 8 Months Prior:</b>		
<input type="checkbox"/> Secure Firm Commitment from Key Leader/Host Team in City		Host/Issachar
<input type="checkbox"/> Gain Mutual Agreement via Memorandum of Understanding		Host/Issachar
<input type="checkbox"/> Confirm Tier 1 Presenters (or as early as possible)		Issachar
<input type="checkbox"/> Confirm Tier 1 Emcee (or as early as possible)		Issachar
<input type="checkbox"/> Establish Date and Secure Venue for Summit		Issachar w/Host
<input type="checkbox"/> Establish Framework Agenda for Summit		Issachar
<input type="checkbox"/> Research Hotel Options for Presenters/Staff		Issachar w/Host
<b>5 to 6 Months Prior:</b>		
<input type="checkbox"/> Establish Local Point Person for Exec Dir & Event Manager		Host
<input type="checkbox"/> Establish Core Mobilizer Team		Host
<input type="checkbox"/> Establish Prayer Coordinator and Begin to Mobilize Prayer		Host
<input type="checkbox"/> Schedule Monthly Vision Meetings to Grow Mobilizer Team		Host/Issachar
<input type="checkbox"/> Identify Local Vendors for AV, Food-n-Beverage, etc.		Issachar w/Host
<input type="checkbox"/> Research Local Professional Printer for Resource Guide		Issachar w/Host
<input type="checkbox"/> Finalize and Submit Schedule/Bios for Summit		Issachar
<input type="checkbox"/> Arrange Site Visit by National Event Team, if needed		Issachar/Host
<input type="checkbox"/> Confirm Hotel for Presenters/Staff		Host
<b>4 Months Prior:</b>		
<input type="checkbox"/> Provide "Invitation" Letter Suggested Copy to Mobilizers		Issachar
<input type="checkbox"/> Establish Issachar Summit and Online Registration Website		Issachar
<input type="checkbox"/> Develop and Provide Issachar Summit eBrochure		Issachar
<input type="checkbox"/> Build Marketplace (75%) and Ministry Leader (25%) Invitation List		Local Mobilizers
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Mobilize Prayer Locally and Through Prayer Networks		Host
<input type="checkbox"/> Finalize Venue and Technical Logistics		Issachar
<b>3 Months Prior:</b>		
<input type="checkbox"/> Begin Regular Contact with Invitees by Email/Phone/In-Person		Local Mobilizers
<input type="checkbox"/> Promote Summit to Key National and Regional Networks		Host/Issachar
<input type="checkbox"/> Promote Summit to Past Summit Participants		Issachar
<input type="checkbox"/> Finalize Keynotes and Resource Guide Updates		Issachar
<input type="checkbox"/> Secure Location for Pre-Summit Presenter/Table Leader Dinner		Host
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Finalize Schedule and Bios for Summit		Issachar
<b>8 to 10 Weeks Prior:</b>		
<input type="checkbox"/> Begin to Identify/Confirm Table Leaders (1 per table of 8)		Host
<input type="checkbox"/> Recruit Volunteer Team for "Day of" Summit		Host/Issachar
<input type="checkbox"/> Provide Resource Guide Master File to Local Printer		Issachar

Tasks	Status	Responsible Party
<b>8 to 10 Weeks Prior (continued):</b>		
<input type="checkbox"/> Review Summit Details/Responsibilities with Local Vendors		Issachar
<input type="checkbox"/> Begin Weekly Prayer Focus		Host
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Continue Regular Contact with Invitees by Email/Phone/In-Person		Local Mobilizers
<b>5 to 6 Weeks Prior:</b>		
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Continue to Contact Invitees and Make Personal Follow-ups		Local Mobilizers
<input type="checkbox"/> Track RSVPs Toward Full Capacity of Venue		Host/Issachar
<input type="checkbox"/> Submit Projected Quantity of "Hard Copy" Resource Guide to Printer		Issachar
<input type="checkbox"/> Live Stream Checklist and Venue Test		Issachar
<input type="checkbox"/> Confirm All Volunteer Assignments		Issachar w/Host
<input type="checkbox"/> Print SAMPLE Resource Guide		Issachar
<input type="checkbox"/> Arrange Pre-Summit Dinner Logistics (night before Summit)		Host
<input type="checkbox"/> Submit Follow-up Plan to Host		Issachar
<b>4 Weeks Prior:</b>		
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Continue to Identify Table Leaders		Issachar/Host
<input type="checkbox"/> Confirm Menu with Caterer		Issachar
<input type="checkbox"/> Finalize Details with Hospitality Coordinator		Issachar
<input type="checkbox"/> Confirm Green Room Arrangements		Issachar
<input type="checkbox"/> Arrange Registration and Hospitality Areas		Host
<input type="checkbox"/> Arrange Parking, Handicap Access, Shuttle Service (as necessary)		Host
<input type="checkbox"/> Finalize Room Arrangements with Location (extra tables, etc.)		Issachar/Host
<input type="checkbox"/> Determine Signage/Easel Needs at Venue		Issachar/Host/Venue
<b>2 Weeks Prior:</b>		
<input type="checkbox"/> Begin Assignment of Table Leaders/Guests		Issachar w/Host
<input type="checkbox"/> Track Summit Collateral Inventory and Delivery		Issachar
<input type="checkbox"/> Confirm Details with All Coordinators		Issachar w/Host
<input type="checkbox"/> Final Invitation and Registration "Push"		Local Mobilizers
<input type="checkbox"/> Send Pre-Summit Speaker/Table Leader Dinner Reminder for RSVP		Host/Issachar
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar
<input type="checkbox"/> Review Contracts to Finalize any Payment of Expenses		Issachar/Host
<input type="checkbox"/> Print Signage		Issachar/Host
<input type="checkbox"/> Draft "Thank You" letter(s) to Guests and Volunteers		Host
<input type="checkbox"/> Order Additional Nametags (as necessary)		Host
<input type="checkbox"/> Assemble Resource Guides; Store		Host
<input type="checkbox"/> Reconfirm all Technical Details with Vendors		Issachar
<b>1 Week Prior:</b>		
<input type="checkbox"/> Confirm Final Number with Food-n-Beverage Vendor		Issachar
<input type="checkbox"/> Confirm Final Number with Venue (tables/chairs)		Issachar
<input type="checkbox"/> Confirm Final Number for Pre-Summit Presenter/Table Leader Dinner		Host/Issachar
<input type="checkbox"/> Continue Vision Meetings to Grow Mobilizers/Momentum		Host/Issachar

Tasks	Status	Responsible Party
<b>Week of Event:</b>		
<input type="checkbox"/> Send "Last Minute Reminder" email to Presenters/Table Hosts		Issachar
<input type="checkbox"/> Print Nametags		Host
<input type="checkbox"/> Finalize Table Leader List		Issachar/Host
<input type="checkbox"/> Print "Reserved for Table Leader" Cards		Issachar
<input type="checkbox"/> Assemble Table Leader Envelopes		Issachar/Host
<input type="checkbox"/> Print Additional Various Materials		Issachar
<input type="checkbox"/> Secure Supplies, as needed, for Day of Event		Host
<b>Day and Night Before:</b>		
<input type="checkbox"/> Event Setup: Stage/Lights/Sound/Media/ Live-stream Production/ etc.		Issachar/Vendors
<input type="checkbox"/> Pre-Summit Speaker/Table Leader Dinner, Final Assignments, Prayer		Host/Issachar
<input type="checkbox"/> Last Minute Additions/Deletions/Changes: Registration; Table Leaders		Host/Issachar
<input type="checkbox"/> Finalize/Print "Run Sheet"		Issachar
<b>Day of Event:</b>		
<input type="checkbox"/> Ensure Each Invitee and Presenter is Covered by Prayer		Host
<input type="checkbox"/> Parking Attendants in place, if needed		Host
<input type="checkbox"/> Place "Reserved for Table Leader" Envelope on Each Table		Host
<input type="checkbox"/> Place Pens/Water Bottles in Center of Each Table		Host
<input type="checkbox"/> "Reserve" a Table up Front for Emcee, Exec Dir, Event Manager, etc.		Issachar
<input type="checkbox"/> "Reserve" a Seat for Timekeeper		Issachar
<input type="checkbox"/> Give Timecards to the Timekeeper		Issachar
<input type="checkbox"/> Set up Registration Area		Host
<input type="checkbox"/> Set up Refreshment Area		Host
<input type="checkbox"/> Set up Green Room		Host
<input type="checkbox"/> Make sure Signage is in Place		Issachar
<input type="checkbox"/> Make sure Stage/Tech Team is Ready to Go		Issachar
<input type="checkbox"/> Make sure Table Leaders are in Place		Host
<input type="checkbox"/> Make sure Greeters are in Place		Host
<input type="checkbox"/> Coordinate Time for Opening Doors with Venue Coordinator		Issachar
<b>Immediately After:</b>		
<input type="checkbox"/> Begin to Implement the Follow-up Process		Host
<input type="checkbox"/> Send "Thank You" Notes to Volunteers		Host
<input type="checkbox"/> Send Follow-up Email Letters to Participants		Issachar
<input type="checkbox"/> Send Recap Letter to Non-Participants		Host



## Issachar Summit

# INSTRUCTIONS FOR TABLE LEADERS

During the Summit, we will have opportunity to meet around tables. In certain sessions, we will set aside some brief times for table discussion. Thank you for being willing to host a table during this day.

### I. Philosophy of Table Discussion Groups:

- A. They help leaders to get to know each other.
- B. They help to get leaders committed to the necessity, urgency, and imperative of doing the following:
  1. Using their influence, expertise, and designated giving to extend the Kingdom to where the Church is not now present.
  2. Becoming like the men and women of Issachar – understanding the times we live in – knowing what the Global Church must do to complete the Great Commission.
  3. Understanding the five elements of the Great Commission that are currently most strategic in obeying the commands of Scripture.
  4. Allocating a larger percentage of their giving to the most neglected places and people groups around the world.
- C. They help to foster greater cooperation and partnership within the Body of Christ.

### II. Table Leader Responsibilities:

- A. Be at your table 15 minutes before the beginning of the first session (8:15 am). Also, please plan to be back at your table 5 minutes before lunch and each break ends.
- B. Encourage those you are talking with before the session to come and join your table.
- C. Your job is to help everyone who attends to have a good experience and move them towards understanding what it means to be a man or woman of Issachar. Several times during the day, you will hear the emcee say something like, *“We want you to leave today knowing from Scripture what the global Church must do to fulfill the Great Commission and be prepared to use your influence, your expertise, and your designated giving to help move Christian workers and financial support into the least reached places of the world.”* Or, more succinctly,
  - *What needs to be done to fulfill the Great Commission?*
  - *What progress are we making?*
  - *How and where can I help?*
- D. We will begin the first discussion time by asking the people around the table to introduce themselves. Have them state their name, vocation, and ministry interest. The Table Leader should set the pattern by introducing himself/herself first. A sample introduction might be:

*“My name is Bob Wright. I’m involved in real estate investments in Phoenix and my ministry interest is church planting in India.”*
- E. During the introductions, write down the name of each person in your group at the first session to familiarize yourself with each one. This may help you encourage their participation later.
- F. Clarify the question(s) that will be shown on the screen at the end of four different sessions. Discussion times range from 5-10 minutes. Some may be deleted and discussion time adjusted as the Summit progresses. The questions are attached.
- G. Encourage broad participation and keep the group focused on the issues to be discussed. One or two people should not dominate the conversation. Make sure that

everyone at the table has an opportunity to speak at least once before others speak a second time.

- H. Tables located near the front of the auditorium should be prepared to give feedback to the emcee or the session speaker at the end of a discussion session.
- I. The Issachar Summit is about building God's Kingdom. There will be a variety of ministry representatives and fundraisers that will be in attendance. But, we ask everyone to set aside the promotion of their own "kingdom" for this day so that we can together understand the most critical needs that must be met to build God's global Kingdom. Ultimately, we hope that many of the ministries present that have projects relating to these most neglected areas will benefit. But, try to keep the focus more on WHAT needs to be done and WHERE it needs to be done rather than the particular organizations that are doing the work. There will be 2 or 3 ministries that will be featured during the Summit from the platform. But, there will be 40 or 50 ministries with projects listed in the back of the Resource Guide.
- J. Encourage each leader to commit to some kind of action as they leave the Summit. We want to challenge each to use their time, treasure, talent, truth, relationships and Influence to help extend the reach of the Church.
- K. The last thing everyone will be asked to do is to fill out a Response Form (My Life Will Count for Zero) on what they have thought about their experience at the Issachar Summit. If you know of any people at your table who plan to leave early, ask them to fill out their form and give it to you before they leave.
- L. At your table you will find: water, pens, and a large envelope that contains several documents to be distributed to your table throughout the day. Please listen carefully for instructions from the speakers as to when each document is to be distributed.
- M. At the end of the day, you will be asked to collect everyone's Response Form. Please place them into the large envelope provided on your table. Someone will come around to pick up the envelopes at the conclusion of the Summit.



## SUMMIT TABLE DISCUSSION QUESTIONS

### **Issachar Introduction**

How would you personally define the Great Commission?

How does each of the five elements contribute to the fulfillment of the Great Commission? Which elements are you and your church currently resourcing?

### **Scripture**

Please turn to the Scripture section of your resource guide to pray for language groups lacking translation.

### **UUPGs**

What is the difference between “Unengaged” and “Unreached” people groups?

Review Next Steps Guide together on Page 71

How could you use your influence to help get one of these groups engaged?

### **Orality**

What are some things you have learned about Orality from this session?

What could you do differently going forward?

### **Next Steps**

If your table had the task of allocating \$100,000 toward Kingdom-extending strategies, how much would you allocate toward each of the Great Commission elements we have discussed today and why? (Found on your laminated Overview Card)

### **SPECIAL NOTE**

As table hosts, we would like for you to personally develop at least one example of how someone could use each of the 5 things that we each steward as Christians to help extend the reach of the Church. (Write these below, so that you can have these 5 examples ready during our final discussion to help jump start your table discussion, and help us all begin to move from “mountain top” experience into action.

- 1) TIME:
- 2) TREASURE:
- 3) TALENT:
- 4) TRUTH:
- 5) RELATIONSHIPS (INFLUENCE):



# The Issachar Initiative

## Ministry Representative Attendance Policy

### I. Background

At Issachar Initiative, it is our goal to inspire and invite all Marketplace and Ministry Leaders to fully participate in the unfinished work of the Great Commission by using their influence, their expertise, and their resources to help Extend the Kingdom.

Our Issachar Summits are designed to create an environment where ministry leaders are challenged to put their small “k” ministries to the side in order to focus on the big “K” Kingdom for the day, and where marketplace leaders have the freedom to come and explore their part in helping finish the task, without fear of being solicited for funds or treated as a prospective donor by others at the Summit.

### II. Primary Audience and Mix

Issachar Initiative’s ideal attendance mix for each Summit is 75% Marketplace Leaders and 25% Ministry Leaders.

Marketplace Leaders are defined as Kingdom leaders from business, from the professions, major donors and/or foundations. The spirit of an Issachar Summit is very entrepreneurial and we want to use this platform to invite Marketplace Leaders to fully engage in the work of the Great Commission.

Ministry Leaders are defined as senior pastors/senior mission leaders from the Church, as well as executive leaders from para-church ministries and Christian organizations.

### III. Guidelines for Ministry Representatives

Although not our primary audience, Issachar Initiative wants to partner with Ministry Representatives to help see the fulfillment of the Great Commission. Issachar Summits are designed specifically to be neutral, non-solicitation environments, and therefore we ask you only attend if you are willing to honor this platform.

We invite you to attend with your donors, but ask that you register at least three units (a unit is an individual or couple) before registering yourself. We also ask that you agree to not prospect for donors, to collect/give out business cards, or to solicit funds from guests while at the Summit. Instead, if you attend, we ask you to stay with your guests, so that your focus is on sharing the experience with them.

### IV. Registration and Credentials for Ministry Representatives

Ministry representatives who register online will agree and commit to:

1. Honor the Issachar Initiative Ministry Partner Standards (policy found on Summit registration site),
2. Register at least three Marketplace Leader units before personally registering.

## SAMPLE BROCHURE:

### LEADERS / SPEAKERS

**BEAU ADAMS**

Senior Pastor, Community Bible Church

**KATHERINE BARNHART**

Vice President, Barnhart Crane & Rigging

**GREG BUCKINGHAM**

President, Dress For Success Cleaners

**SAMUEL CHIANG**

Executive Director, International Orality Network

**DOUG COBB**

Venture Capitalist and Author, Lotus 1-2-3

**RUSS CROSSON**

President & CEO, Ronald Blue & Co.

**PAUL ESHLEMAN**

President, Issachar Initiative

**MART GREEN**

Founder & CEO, Mardel

**JOHN HALL**

President/CEO, Epic International

**PAT MURDOCK**

Executive Director, Issachar Initiative

**ROY PETERSON**

President, The Seed Company

**SUSAN PETERSON**

Co-Owner, Cabell's Design

**BROTHER RACHID**

Television Show Host

**PAUL SABER**

CEO, Manna Development

**BOB SHANK**

Founder, The Master's Program and The Barnabas Group

**DAVE STRAVERS**

President, Mission India

**HECTOR TAMEZ**

President, International Leadership Advancement Ministries

**VICKY WARREN**

Global Strategy Consultant

**WALT WILSON**

President, Global Media Outreach

**BILL WOLFE**

Director of Partnerships, The JESUS Film Project



## ISSACHAR SUMMIT ATLANTA

October 29, 2013  
7:30 a.m. - 5:00 p.m.  
The Fox Theatre  
Atlanta, GA

### REGISTRATION DETAILS

**Where**

The Fox Theatre  
660 Peachtree Street NE  
Atlanta, Georgia 30308  
(404) 881-2100

**Date / Time**

Tuesday October 29, 2013  
7:30 a.m. - 5:00 p.m.

**Cost**

\$125 includes breakfast,  
lunch and all materials.

**Register**

[www.issacharinitiative.org/category/summits/](http://www.issacharinitiative.org/category/summits/)

**"Simple** can be harder than **complex**: You have to work hard to get your thinking clean to make it simple. But it's worth it in the end because once you get there, **you can move mountains.**" *Steve Jobs, BusinessWeek interview, 1998*

We want to focus the attention of Kingdom donors and Christian leaders on the remaining task of the Great Commission. We believe that clarity will avoid duplication of effort and extend the Kingdom to where the Church is not yet present.

**COULD THE GREAT COMMISSION REALLY BE  
FULFILLED IN OUR GENERATION?**

## THE SUMMIT

**What:** A day long exposure to the latest thinking in world evangelization, led by business leaders and ministry pioneers.

**Purpose:** To accelerate the fulfillment of the Great Commission by clarifying where we need to send people and give funds.

**Who:** Sponsored by the Issachar Initiative, a think-tank of foundations and individuals.

**The Format:** Discussions around tables, fast presentations, i.e. the TED conference.

**Objective:** Help every Kingdom donor, church, or organization evaluate how to get more manpower and money to the places where the Church is NOT.

**Clarification:** *This is not a fundraising event.* Issachar raises no funds for itself or any specific organization. It advocates on behalf of the unfinished areas of the Great Commission.

**Who Should Attend:** The Summit program will feature strategic ministry leaders and Kingdom investors. The event will serve Christian leaders from the marketplace, the professions and ministry. They will be challenged to innovate and collaborate in new, extraordinary ways as we seek to fulfill the Great Commission in our generation.

## THE CHALLENGE

Who were the men of Issachar and how did they know what Israel should do?

With 5 million churches and 12 million Christian workers, what must we do to finish the task given to us by our Lord?

Would Jesus give us a command we couldn't carry out?

Why is there so much duplication?

Why do we send 99% of our money and manpower to places where the church already exists?

What must we do to finish the task of Bible translation in this generation?

With 2.3 billion professing Christians, what must we do to find a contact

for Bible translators in the next 1,000 Bible-less languages?

What are the Scriptural guidelines that should determine our priorities in Great Commission strategy?

Are we extending the Kingdom to where the Church is NOT, or only maintaining where we already are?

How do we take advantage of the global IQ of the Church to solve the biggest barriers to world evangelization?

## THE FIRST STEPS

### You can bring about change through...

#### Your Influence

Challenge your churches and mission organizations to send workers to the neediest areas.

#### Your Expertise

Use your gifts and experience to help solve the biggest barriers to finishing the task.

#### Your Designated Giving

Evaluate your gifts/grants to see if you can allocate more funds to the places where there are no churches, no workers, nobody trying to extend the Kingdom.

### TESTIMONIALS

"Wow - this was a great day - inspirational, informative and challenging." -- *Jim Dodgen, Career Coach and Futurist, Dodgen and Dodgen*

"I had the privilege of attending (Issachar Summit) and will forever be changed...The ability to cast vision for the fulfillment of the Great Commission independent of any one organization is an answer to prayer." -- *Judy Sweeney, Past President of the LA Times - Orange County*

"The Issachar Summit presented the unfinished task in such a clear, concise and compelling format that I left feeling as equipped as I was inspired. My heart was moved, my perspective broadened, and my ministry focus forever changed. The resources I received helped to dramatically reshape our ten-year goals." -- *George Clerie, Missions Pastor of Rock Church San Diego / Founder, Impact195*

"Inspirational, informative, convicting...a Christ-centered time with new and old friends who share a common heart." -- *Blair Carlson, Congress Director - CapeTown 2010 Lausanne Movement*

THE SCRIPTURE IN **EVERY** LANGUAGE / DISCIPLE MAKERS IN **EVERY** PEOPLE GROUP / THE GOSPEL FOR **EVERY** PERSON / THE GOSPEL IN STORY FORM FOR **EVERY** ORAL LEARNER / A CHURCH IN **EVERY** VILLAGE AND NEIGHBORHOOD



# S A M P L E

## Issachar Summit

### LETTER OF INVITATION

Dear \_\_\_\_\_,

For the last 2 years, I've been devoting a portion of my time to a small "think-tank" of individuals to evaluate the elements of The Great Commission and the progress of the Global Church. Our prayer is that we might become, in some ways, like the men and women of Issachar, in 1 Chronicles 12, who understood their times and knew what Israel should do. The Scripture is very clear that we should:

1. Make disciples of every nation.
2. Preach the Gospel to every person.
3. Proclaim the Scripture in every language.
4. Follow the New Testament pattern of establishing churches that can help believers come to maturity in Christ.

So, how are we doing as a Global Church? What should be our priorities in the decade ahead?

On January 16<sup>th</sup>, 2012, I am helping to lead an event called The Issachar Summit here in Southern California. It will be a 1-day event to which we are inviting Kingdom Donors and Christian Leaders to talk about how to more effectively use our influence, expertise, and designated donations to bring about change. This is not a fundraising event, and I think you will be fascinated to see and hear some of the breakthrough ideas in world evangelization strategy. You will hear from ministry practitioners, business leaders, and foundation executives. I'm attaching a copy of the brochure. If you can make it, go online at: <http://tinyurl.com/3oevm7q> to register. The cost for lunch and materials is \$25. Come if you possibly can. I'll look forward to seeing you.

Warmly in Christ,  
Paul

**If out of State, add:**

You should fly into the Orange County airport (SNA) and get a room at one of the nearby hotels. The church facility where we are meeting is just a few miles from the airport.

# **S A M P L E**

**Monday, January 16, 2012**

**8:00 am - 5:00 pm at The Crossing Church in Costa Mesa, CA**

Bob Shank and other Christian leaders invite you to this important all day meeting:

"We want to focus the attention of key marketplace and ministry leaders on the remaining task of the Great Commission.

We believe that clarity will avoid duplication of effort and extend the Kingdom to where the Church is not yet present."

## **The Issachar Summit**

### **What**

A day long exposure to the latest thinking in world evangelization, led by business leaders and ministry pioneers.

### **Purpose**

To accelerate the fulfillment of the Great Commission by clarifying where we need to send people and give funds.

### **Who**

Sponsored by the Issachar Initiative, a think-tank of foundations and individuals.

### **The Format**

Discussions around tables, fast presentations, i.e. the TED conference.

### **Objective**

Help every Kingdom donor, church, or organization evaluate how to get more manpower and money to the places where the Church is NOT.

### **Clarification**

This is not a fund-raising event.

Issachar raises no funds for itself or any specific organization. It advocates of behalf of the unfinished areas of the Great Commission.

### **Who Should Attend**

The Summit program will feature strategic ministry leaders and Kingdom investors.

The event will serve Christian leaders from the marketplace, the professions and the ministry, who will be challenged to innovate and collaborate in new extraordinary ways as we seek to fulfill the Great Commission in our generation.

### **Registration**

Please see the enclosed invitation for online registration information.



ISSACHAR INITIATIVE  
SUMMIT AGENDA

- I. Introduction and Overview *Bob Shank*  
A. Becoming Men and Women of Issachar  
B. Paradigms of Networking and Partnership
- II. The Issachar Vision *Paul Saber/Paul Eshleman*
- III. Clarifying the Objectives *Bob Shank/Table Discussion*
- IV. The Elements of the Great Commission – Part 1  
A. Scripture Translation *Mart Green/Roy Peterson*  
B. Unengaged, Unreached People Groups *Greg Buckingham/Paul Eshleman*
- V. Extending the Kingdom/Closing the Gap – Part 1  
A. Using Your Influence as an Investor *Terry Mochar  
David Denmark*  
B. Church Planting and Presence
- VI. Resources, Research and Lunch *Pat Murdock*
- VII. The Elements of the Great Commission – Part 2  
A. Evangelism Breakthroughs *Katherine Barnhart  
Walt Wilson/Bill Wolfe*  
B. Reaching Oral Learners *Virgil Dugan/Samuel Chiang*
- VIII. Extending the Kingdom/Closing the Gap – Part 2  
A. Using Your Expertise – Following God’s Lead *Doug Cobb*  
B. Using Your Designated Giving *David Wills*
- IX. A Giving Analysis *David Wills*
- X. Multi-Generational Giving Legacy *Drew and Spencer Dusebout*
- XI. Closing *Bob Shank*

Sponsored by the Issachar Initiative  
Founding Partners

The Maclellan Foundation • The National Christian Foundation • Manna Development  
The Mart Green Family • King’s Daughters and Sons

# Commitment Card

Atlanta 2013

*Helping to "reach the corners" and finish the task of the Great Commission*

**By 2025, I commit to:**

**Personal Giving** \$ \_\_\_\_\_

*and/or* **Mobilizing** \$ \_\_\_\_\_

**Total Commitment** \$ \_\_\_\_\_



The Issachar Initiative

# Commitment Card

Atlanta 2013

*Helping to "reach the corners" and finish the task of the Great Commission*

**By 2025, I commit to:**

**Personal Giving** \$ \_\_\_\_\_

*and/or* **Mobilizing** \$ \_\_\_\_\_

**Total Commitment** \$ \_\_\_\_\_



The Issachar Initiative

# Commitment Card

Atlanta 2013

*Helping to "reach the corners" and finish the task of the Great Commission*

**By 2025, I commit to:**

**Personal Giving** \$ \_\_\_\_\_

*and/or* **Mobilizing** \$ \_\_\_\_\_

**Total Commitment** \$ \_\_\_\_\_



The Issachar Initiative



# My Life Will Count for ZERO

Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

**Overall Impression** - What was the greatest value to you of the Issachar Summit experience?

**From your table discussion on being a good steward of your resources, what steps will you take as you leave the Summit to help extend the reach of the Church (time, treasure, talent, truth, relationships, or influence)?**

**As follow-up meetings are scheduled to help you collaborate and take next steps, which elements are you and your church most interested in hearing more about?**

- |   |   |
|---|---|
| <input type="checkbox"/> Scripture Translation                                  | <input type="checkbox"/> Evangelism Strategies to Cover the World |
| <input type="checkbox"/> Disciple-makers for Unengaged, Unreached People Groups | <input type="checkbox"/> Indigenous Church Planting Among UPGs    |
| <input type="checkbox"/> Oral Bible or Story Sets for Oral Cultures             | <input type="checkbox"/> Other: _____                             |

### **Practical response opportunities**

- Connect me to a ministry neutral financial advisor who can help me minimize taxes and increase giving.
- Send me information on how our church or organization can take the next steps to reaching an Unengaged People Group.
- Other ways we can serve you? \_\_\_\_\_

### **Other Tools:**

- Please sign me up to BETA test the "Count for ZERO" Small Group Curriculum (No Charge)
- Please send me an eBook version of the Issachar Resource Guide (No Charge)
- Yes, I would consider helping to host an Issachar Summit (300+ attendance) \_\_\_\_\_  
(city)

# S A M P L E

## Presenters - Arrival times to the Green Room

(No later than 20 minutes prior to speaking time)

Arrival Time	Speaking Time		Mic #		Mic #		Mic #
8:10	8:30	Bob Shank	<i>P1</i>	Bob Botsford - open prayer	<i>HH2</i>		
8:40	9:02	Paul Saber					
8:50	9:11	Paul Eshleman					
9:25	9:48	Roy Peterson		Mart Green			
10:30	10:53	Paul Eshleman		Greg Buckingham			
11:15	11:38	Terry Mochar					
11:20	11:43	David Denmark					
11:40	12:00	Pat Murdock		Ross Rhoads - lunch prayer			
12:50	1:10	Katherine Barnhart		Walt Wilson		Bill Wolfe	
1:40	1:58	Virgil Dugan		Samuel Chiang			
2:55	3:15	Doug Cobb					
3:00	3:22	David Wills					
3:35	3:57	Drew Dusebout		Spencer Dusebout			
3:50	4:10	Skip Heitzig - close prayer					

Handheld 1	Q&A Floor Mic - all day
Handheld 2	
Pack 1	Emcee - all day
Pack 2	
Pack 3	
Pack 4	(back-up)

## SAMPLE RUN SHEET: OC Summit 2012

Start	Min	Stop	Program	Responsible	Details	Tech
6:00		7:30	<b>EVENT SETUP:</b>			
			Registration	Cinda	Setup tables with pre-printed nametags; blank nametags for walk-ins; resource guides; cash on hand; computer/printer	4 tables/cloths; 4 chairs; power strip; ext cord
			Breakfast	Jenny/Panera	Setup breakfast	4 tables/cloths
			Media	Dante	Setup; sound checks	lights; sound; media
7:00		12:00	Registration	Cinda		
7:30			Open Garage Doors	Terri/Terrilee		
7:30		8:25	Continental Breakfast	Jenny (Panera) Kelli Abate	Coffee, Juice and Muffins from Panera Bread	
7:30		8:25		Dante		<b>Background Music and Issachar Questions/Big-Idea Loop Presentation</b>
8:15			Close Garage Doors; Leave Double Door Open	Terri/Terrilee		
8:20	1	8:21	Announcement	Pat	<i>The session will start in 10 minutes. Please make your way to a table and fill in the tables down front first.</i>	Cut background music; announce inside/outside PA; MURDOCK Bio Slide; then ISSACHAR SLIDE
8:30	3	8:33	<b>Welcome and Opening Prayer</b>	Bob S		SHANK Bio Slide
8:33	1	8:34	INTRO: Bob Botsford	Bob S		BOSTFORD Bio Slide
8:34	1	8:35	Opening Prayer	Pastor Botsford		ISSACHAR SLIDE

8:35	5	8:40	Instructions for the Day	Bob S	<p>Introduce the Table Leaders</p> <p><i>By the end of today:</i></p> <ol style="list-style-type: none"> <li>1. Be able to tell about men/women of Issachar;</li> <li>2. Leave with info you didn't know about before--understanding where we are in terms of fulfilling the Great Commission and be able to communicate that with others;</li> <li>3. Leave today prepared to use your influence, your expertise, and your designated giving to help move Christian workers and financial support into the least reached places of the world;</li> <li>4. Don't think about leaving early today because you'll miss some of the best things to apply to your life and ministry;</li> <li>5. We have 3 types of people here: <ol style="list-style-type: none"> <li>a) Full-time ministry--pastors/church leaders/missions committee members</li> <li>b) Organizational mission leaders</li> <li>c) Business Leaders</li> </ol> </li> <li>6. We're going to ask you to put your little "kingdom" on the side today and focus on the big "Kingdom"</li> </ol>	ISSACHAR SLIDE
8:40	10	8:50	Devotion: "The Men of Issachar"	Bob S	Urgency of the times -- commands from Scripture	
8:50	1	8:51	INTRO: Table 71 Video	Bob S	<p><i>"One of the great things that's happening in the world today is that organizations are working together. I want you to see a video that shows one of these new networks that's been formed called Table 71. It's a remarkable group of Christian leaders that have spawned the Finishing the Task Network committed to Unengaged, Unreached People Groups, the International Orality Network, and now is giving birth to this new movement called the Issachar Initiative."</i></p>	
8:51	7	8:58	Video: Table 71 (7 min)			Video

8:58	1	8:59	INTRO: Paul Saber	Bob S		SABER Bio Slide
8:59	5	9:04	Testimony (5 min)	Paul Saber	<b>Focus of Testimony:</b> 1. Avoid Duplication 2. Organizations need to know where the Body of Christ needs them to work 3. Coordinated efforts are more effective	
9:04	1	9:05	INTRO: Issachar Video	Paul Saber	<i>In the next few minutes we want to tell you about the Issachar Initiative. To introduce it, here's a video.....</i>	
9:05	4	9:09	Video: The Issachar Initiative (3:10)			Video
9:09	1	9:10	INTRO: Paul Eshleman	Bob S	<i>Our next speaker will be Paul Eshleman who heads up the Finishing the Task Network and is one of the founders of the Issachar Initiative. Please welcome Paul.</i>	ESHLEMAN Bio Slide
9:10	15	9:25	Introduce Issachar Initiative	Paul Eshleman	1. Explain Issachar PowerPoint 2. Go over elements of the Great Commission 3. Cover foundational elements 4. Introduce laminated card <i>Bob has our questions and he's on the floor so I'll turn it back over to him.</i>	PowerPoint
9:25	1	9:26	Stretch Break & Table Introductions	Bob S	<i>You've been sitting; want you to stand and take a stretch break. While you stand, we're going to have introductions around the table; meet everyone you haven't met yet.</i>	Bob Shank Handheld
9:26	4	9:30	Table Introductions	Table Leaders		
9:30	10	9:40	Table Discussion		Questions: 1. What were the most surprising statistics to you? 2. Why do you think the task is unfinished?	
9:40	8	9:48	Q&A; Table Feedback	Bob S	1. Bob asks for feedback from the floor -- 4 tables 2. Bob summarizes "Extending the Kingdom"	
9:48	1	9:49	INTRO: Roy Peterson	Bob S		PETERSON Bio Slide
9:49	15	10:04	Scripture Translation	Roy Peterson		PowerPoint
10:04	1	10:05	INTRO: Mart Green	Roy Peterson		GREEN Bio Slide
10:05	10	10:15	<i>Every Tribe Every Nation</i>	Mart Green		PowerPoint

10:15	1	10:16	INTRO: Table Discussion/Prayer	Roy Peterson		
10:16	5	10:21	Table Discussion			
10:21	5	10:26	Prayer for Groups w/o Scripture			
10:26	1	10:27	Closing prayer; announce break	Bob S	Announce location of restrooms <i>When you hear the announcement, please be back in your seats at 10:52.</i>	
10:27	30	10:57	<b>MORNING BREAK</b>			<b>Background Music and Issachar Questions/Big-Idea Loop Presentation</b>
10:52			Announcement	Bob S	<i>The session will start in 5 minutes.</i>	
10:57	1	10:58	INTRO: Paul Eshleman + FTT Video	Bob S		
10:58	8	11:06	Video: The FTT Vision (7:23)			Video
11:06	20	11:26	<i>The Unfinished Task ???</i>	Paul Eshleman		PowerPoint
11:26	1	11:27	INTRO: Greg Buckingham	Paul Eshleman		BUCKINGHAM Bio Slide
11:27	5	11:32	Testimony (5 min)	Greg Buckingham		Video (no audio)
11:32	2	11:34	INTRO: Table Discussion/Questions	Paul Eshleman		
11:34	5	11:39	Table Discussion			
11:39	4	11:43	Table Feedback	Bob S		Roaming Mics
11:43	1	11:44	INTRO: Terry Mochar	Bob S	Our next speaker joins us from our northern neighbor, Canada. Prior to forming Mochar International, Terry worked for a European conglomerate where one of his assignments was to bring together the top 25 producers and distributors to collaborate around what we call the UPC label which now allows us to track goods and services from their point of origination to delivery to consumers worldwide. Please welcome Terry Mochar.	MOCHAR Bio Slide
11:44	5	11:49	<i>Global Cooperation to Extend the Kingdom</i>	Terry Mochar	1. Corporate experience with UPC Code and global cooperation toward a common goal 2. Church needs to know how we are doing against Great Commission elements 3. Encouraging and cooperating with each other toward Kingdom extending goals	PowerPoint -- 1 slide

11:49	1	11:50	INTRO: David Denmark	Terry Mochar		DENMARK Bio Slide
11:50	17	12:07	<i>Using Your Influence as an Investor</i>	David Denmark	1. How a foundation/investor can use his/her influence to help extend the Kingdom 2. Direct attention to a select page in Church Planting section to describe how to use this information	PowerPoint
12:07	1	12:08	INTRO: Pat Murdock	Bob S	Prior to his shift to vocational ministry in 2007, Pat worked as a sales and marketing professional, managing corporate relationships and leading supply chain teams serving the nation's largest banks. As a volunteer, Pat also serves as director of leadership development for the nation's 2nd fastest growing church - Elevation Church in North Carolina. Or you can just call me knucklehead. :)	MURDOCK Bio Slide
12:08	3	12:11	Issachar Website	Pat Murdock		<a href="http://www.issacharinitiative.org">www.issacharinitiative.org</a>
12:11	1	12:12	Instructions for Lunch	Pat Murdock	<i>When you go outside, you'll see different tables for different types of sandwiches: turkey, ham &amp; Swiss, roast beef, etc. There is a separate table for drinks. Please move as quickly as you can through the line in order for everyone to be served soon.</i>	
12:12	1	12:13	INTRO: Dr. Ross Rhoads	Pat Murdock	Now I would like to invite Ross Rhoads to join me at the podium. Blessing to sit under his teaching. Thank the Lord for our lunch and for our time this morning.	RHOADS Bio Slide
12:13	1	12:14	Prayer for Lunch	Dr. Rhoads		
12:14		1:10	<b>LUNCH</b>		Box lunch & drinks -- Panera Bread USHERS: Restock 4 bottled waters on each table	<b>Background Music and Issachar Questions/Big-Idea Loop Presentation</b>
1:05			Announcement	Bob S	<i>The session will start in 5 minutes.</i>	

1:10	1	1:11	Reset and INTRO: Katherine Barnhart	Bob S	<i>Whether homeschooling her 6 children, traveling internationally in support of missions, or serving on the boards of some of the most significant ministries in the world, our next speaker is a woman of great intention and passion for the lost. Please welcome our next speaker, Katherine Barnhart.</i>	BARNHART Bio Slide
1:11	5	1:16	Testimony (5 min)	Katherine Barnhart		
1:16	1	1:17	INTRO: Walt Wilson	Katherine Barnhart	<i>I'd like to introduce you to Walt Wilson. In addition to his leadership at Global Media Outreach, he speaks at Paris Island, SC to all incoming Marine recruits seeing over 400 giving their lives to Christ each year.</i>	WILSON Bio Slide
1:17	20	1:37	<i>Global Media Outreach</i>	Walt Wilson		<b>IMMEDIATELY bring up:</b> <a href="http://www.greatcommission2020.com">www.greatcommission2020.com</a> PowerPoint
1:37	1	1:38	INTRO: Sarah Coiner Video	Walt Wilson		
1:38	4	1:42	Video: Sarah Coiner/GMO			Video NOTE: As soon as video ends, bring back <a href="http://www.greatcommission2020.com">www.greatcommission2020.com</a>
1:42	4	1:46	Questions for Walt Wilson?	Katherine Barnhart	<i>Do we have questions for Walt? What does an online missionary do? What are the biggest languages that currently don't have translated websites?</i>	Bob Shank and Pat Murdock Mics
1:46	1	1:47	INTRO: Bill Wolfe	Katherine Barnhart	<i>Bill Wolfe is a 40-year veteran of Campus Crusade for Christ. Prior to coming to the JESUS Film Project, he coordinated the 40+ campuses across the Midwest.</i>	WOLFE Bio Slide
1:47	10	1:57	<i>The JESUS Film Project</i>	Bill Wolfe		PowerPoint



1:57	3	2:00	Recap and Stand Up Break	Bob S	<i>We have one more element of the Great Commission before we take our afternoon break. So stand where you are and let me recap what we've talked about so far. As far as our Great Commission priorities are concerned, we want to get the Scripture translated for every language; we want disciplemakers in the 3,000 groups that don't have them yet; we want to get churches planted in every area. We heard from David Denmark on how to take the initiative to encourage them on how to be planted. In this last hour, we've heard about 2 methodologies on how to make sure the Gospel is proclaimed to every person. Before we take a break, we want to talk about how we can be more effective in proclaiming the Gospel to the two-thirds of the world that learns orally. The scriptures don't tell us much about how to proclaim the Gospel but we know that Jesus never spoke without telling a story.</i>	
2:00	1	2:01	INTRO: Virgil Dugan	Bob S	Our next speaker managed research and development programs, and served as chief of staff of Sandia National Laboratories, serving the defense needs of our nation before becoming president of the Tijeras Foundation, please welcome Virgil Dugan.	DUGAN Bio Slide
2:01	5	2:06	Intro Orality and video	Virgil Dugan		
2:06	5	2:11	Video: Scripture Servant Animation			Video
2:11	1	2:12	INTRO: Samuel Chiang	Virgil Dugan	Our next speaker was born in Taiwan, grew up in Canada, worked where he worked for Ernst & Young and eventually served as the Chief Operating Officer of Transworld Radio before joining ION, please welcome SC.	CHIANG Bio Slide
2:12	20	2:32	<i>Orality</i>	Samuel Chiang		
2:32	10	2:42	Intro & Practice of Story-telling Around Tables	Samuel Chiang		
2:42	5	2:47	Intro Table Discussion Questions	Samuel Chiang		Slide of Questions

2:47	1	2:48	Announce Break	Bob S		
2:48	30	3:18	<b>AFTERNOON BREAK</b>		USHERS: Place "ZERO" business cards on each table	<b>Background Music and Issachar Questions/Big-Idea Loop Presentation and <a href="http://greatcommission2020.com">greatcommission2020.com</a></b>
3:13			Announcement	Bob S	<i>The session will start in 5 minutes.</i>	
3:18	2	3:20	Restart and INTRO: Doug Cobb	Bob S		COBB Bio Slide
3:20	5	3:25	<i>Following God's Lead</i>	Doug Cobb	How to help Christian workers in Muslim countries to develop micro-enterprises to support themselves	
3:25	1	3:26	INTRO: David Wills and video	Bob S	Under David's leadership, National Christian Foundation has become the largest Christian grant making foundation in the world. In addition to his duties at NCF, David serves on the boards of Generous Giving, Hope for the Heart, ECFA, ProVision Foundation, the Tim Tebow Foundation, as well as Chick-fil-A Foundation. He is passionate about seeing the generosity of God's people grow exponentially.	WILLS Bio Slide
3:26	3	3:29	Video: The Gift of Generosity			Video
3:29	32	4:01	<i>Using Your Designated Giving</i>	David Wills assisted by Bob Shank	<ol style="list-style-type: none"> <li>1. Pick up with "We can use our influence on WHERE workers are sent and WHERE we designate our funding to be used."</li> <li>2. Will collect the <b>Commitment Cards</b> as people determine how much they wish to Extend the Kingdom by.</li> <li>3. Will emphasize that we have no wish to be prescriptive, but we have listed 10 projects under each Element where organizations have given us proposals thus far. More will be added to the web site as they qualify.</li> </ol>	Commitment Cards to be collected by Issachar volunteers and total given back to Bob Shank.
4:01	1	4:02	INTRO: Drew & Spencer Dusebout	Bob Shank		DUSEBOUT (2) Bio Slides
4:02	5	4:07	<i>Multi-Generational Giving Legacy</i>	Drew & Spencer D	Myrtle's Giving Testimony	

4:07	19	4:26	Recap of Day, Response Form, Update on 1 million GMO day (go to site), Announcement of Commitment Total (if available), Final Comments.	Bob Shank		<a href="http://greatcommission2020.com">greatcommission2020.com</a>
4:26	1	4:27	INTRO: Skip Heitzig	Bob Shank	In the 60's and early 70's, our next speaker was heavily involved in drugs and had already been convicted of 2 felonies, but in 1973 found Jesus through a televised broadcast of a Billy Graham Crusade.	SKIP Bio Slide
4:27	1	4:28	Closing Prayer	Skip Heitzig		
4:28	19	4:47	Participants Depart			<b>ISSACHAR LOGO SLIDE - MUSIC PLAYS IN THE BACKGROUND</b>
4:47	23	5:10	Debrief Session	Issachar Team	Meet in corner of main floor at tables.	20 - 30 Minutes of Debrief