**Workshop Agreement**

1. Dates requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of event (expect workshops to last approximately 2 hours) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Number of attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Desired workshop(s) focus (i.e. identity, codependency, training for working with people in difficult situations, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Primary demographic desiring to reach (i.e. youth, adult, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Workshop fees begin at $400 for 25 individuals or less. This helps cover the cost of printing as well as preparation. This fee will raise $20 per additional head. There is no cap on the max number able to attend the workshop. Final cost will be sent once number of attendees is known. $200 is due upon booking. Please make checks payable to Rebirth Ministries. Refunds are available up to a month prior to the scheduled workshop. After this deadline, no refunds will be able to be issued. Number of attendees is needed two weeks before the date of the actual workshop to make sure proper preparation takes place.
5. Cost of transportation and overnight stay (if applicable) will need to be covered as well. Mileage reimbursement is in compliance with IRS standards.
6. Please return this completed form to rebirthministriesinfo@gmail.com or to Rebirth Ministries at 1100 E. Grand, Haysville, KS 67060. Completed form needs to be returned no later than one month prior to workshop date. This helps ensure proper time for preparation and printing.

Thank you for letting me partner with you! Please let me know if there are any questions.

**Media Needs**

I am so excited about the opportunity to come along side you and continue the work you are already doing for the Kingdom! Please do not hesitate to let me know if you need anything further in terms of needs for the workshop.

1. PowerPoint presentation – It will be in PPTX format and will just need someone that can click through the slides.
2. Microphone – This can be whatever your church has and will work best. I am flexible.
3. Rebirth Promo Video – I have a promo video that can be sent to you as well for further publicity.