



## CLASS EVENT FORM

*Please complete information below using one form for each class to be scheduled.*

### Class Details

#### COURSE TO BE SCHEDULED

Check one		Check one	
	AOHG (The Art of Hearing God)		AWDV (Advanced Workshop Dreams/Visions)
	UDAV (Understanding Dreams & Visions)		

#### Class location (City/State):

#### Class Dates:

*All classes must follow the traditional schedule format: Thursday 7-9pm, Friday/Saturday 9am-9pm. Any deviation from this schedule must be approved by Cahaba Equipping Center offices before booking.*

#### Lead Teacher:

#### Course initiated by:

#### Are you interested in having a Streams Instructor speak at your Sunday A.M. Service?

If Yes, what time are your services on Sunday?

### Venue Details

#### HOST CHURCH (or VENUE)

<b>Church Name</b>			
Street Address			
City/State/Zip Code			
Phone			Email
Website			
Office Hours			
<b>Senior Pastor</b>			
Cell Phone			Email
<b>Event Administrator</b>			
Cell Phone			Email
<b>*Ship to Person</b>			
Shipping Address			
City/State/Zip Code			
	<i>*for product resource table</i>		
<b>*Transport Person</b>			
Cell Phone			Email
	<i>*In some instances transportation may be needed for the Teacher(s)</i>		



Congregation/Facility Size:	Tables/Chairs Available (Y/N):
Seating Capacity:	Refreshments Available (Y/N):
Equipped for DVD? (Y/N):	
Equipped for power-point? (Y/N):	
Laptop->Projector connection available? (Y/N):	
Projector location:	
White Board Available? (Y/N): <i>REQUIRED FOR 202 CLASS</i>	

## Location Details

### LIST THE CLOSEST MAJOR CITY TO YOUR LOCATION

City:	Distance:
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### LIST 2 LOCAL ACCOMMODATIONS

Name			
Street Address			
City/State/Zip Code			
Website			
Name			
Street Address			
City/State/Zip Code			
Website			

### LIST 2 MAJOR AIRPORTS

AIRPORT NAME	CODE	CITY/STATE	DISTANCE FROM EVENT

*Example: Logan Airport -BOS -Boston, MA- 50 miles*

## Marketing

Our classes have a track record of great success rate when they are marketed well. On our end we aim to do this by sending out e-mails and providing you with promotional materials. However, the greatest marketing tool we have is the assistance and cooperation of the hosting church, without which our classes would not happen.

Below are some ways to promote the class in your area. They are all important for the success of your event. We will be more than happy to partner with you in helping you achieve maximum promotional capabilities for your class. Cahaba Equipping Marketing will follow up with you and assist in any way possible.

Promotional suggestions:

Invite several churches to share the event and promote unity
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Distribute posters (provided by Cahaba Equipping)
List event on social media websites (Facebook, Twitter, etc)
Send an e-mail announcement to your contact list. Be sure to include Stream's website and phone number for registration (or announce when registrations will be sold)
Advertise prominently on your church's website
Verbally announce the course as often as possible
Place announcement in church bulletin
Place promotional materials in local public areas (bookstores, cafes...etc)
Place a radio or newspaper ad (non-profit ads can sometimes be discounted or free)

## **Class Size/Cancellations/Reschedules**

### **Cancellation/Reschedule due to Class Size**

**Minimal class size = 10 registered students at least 10 days prior to the class start date.**

#### **<10 Registered Students**

The class will be cancelled by the Training Center if the Teacher must incur travel expenses to the location. A supplemental cancellation/reschedule\* fee of \$200 will be assessed to the Host Church. Registrants will be contacted by Streams Ministries and given a choice of a refund or transfer to another course.

#### **>=10 but <20 Registered Students**

The host church agrees to cover the Teacher's accommodations (or provide host home)

### **Cancellation/Reschedule due to Teacher**

If the Lead Teacher for the class (listed on page 1) cancels or request a reschedule\* for any reason other than severe illness or bereavement and this results in the SMI cancellation/reschedule fee being applied, the fee will be assessed directly to the Teacher.

*The decision of whether or not to continue with the class will be determined by the Teacher and Training Center Leader. We will make every effort to work with you to secure each class.*

\*If no students are registered for the class OR if all registered students agree to transfer to the new class date then no fee is assessed.

## **Agreement:**

Host Pastor's Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Signature/Initials: \_\_\_\_\_ Date: \_\_\_\_\_

**Form must be signed and returned ASAP to secure class dates.**

**Classes will be posted online at [www.streamsministries.com](http://www.streamsministries.com) once event form is submitted.**

### **Cahaba Equipping Center**

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