

AGREEMENT

a day together

Proposed Date: _____ (Subject to Power to Change Speaker availability)

We commit to do all we can to make this one day conference a great success by fulfilling the following responsibilities:

1. We commit to promote **extensively** to our church and **broader** community for 12 weeks prior
2. We commit to the financial and registration responsibilities for hosting the event
3. We commit to provide a conference organiser person prior to the event (promotion) and on the day (welcome desk and catering)
4. We commit to a minimum of **40 registered people**. We agree to pay a \$200 fee with this agreement. (If you have at least 20 couples attending on the day the \$200 will be treated as a deposit for the event, if you have less than 20 couples attending we will treat the \$200 as a booking fee. However, we will discuss with you the feasibility of holding the event if there are going to be less than 20 couples attending on the day.)

Power to Change commits to do all we can to make your conference a great success by providing the following:

(We also provide you with an Organiser's Manual to follow)

1. A trained, high quality speaker team
2. A well-organised, enjoyable, and professional conference
3. A conference manual for each participant
4. 400 colour promotional brochures personalised by Power to Change with your conference details
5. 400 promotional letterbox flyers personalised by Power to Change with your conference details
6. 3 full colour A3 size **A Day Together** wall posters
7. Undertake our part of the promotion including putting your event on our website. (if you agree)

Signed: Pastor/Principal

Date

Signed: Conference Organiser

Pastor/Principal email: _____ Organiser's email: _____

Pastor/Principal name: _____ Organiser's name: _____

Name of Organisation: _____ Phone# _____

Organisation address: _____

Please sign and return to: Power to Change, PO Box 565, Mulgrave VIC 3170

Power to Change

Phone: 03 9014 7590 Email: ADayTogether@powertochange.org.au Web: families.powertochange.org.au ACN # 002310796

WHAT'S INVOLVED

a day together

There are 3 Phases to running *A Day Together* conference.

1. Decide when and where to hold the event and sign the agreement
2. Promotional phase (12 weeks)
3. Preparation and Follow-up

Post or email this agreement form to:

Now *Power to Change*
 PO Box 565
 Mulgrave VIC 3170

- Signed and completed Agreement**
- Tick* **Attached a cheque for \$200 payable to Power to Change**
- Fill out your printing details here for your promotional brochures**

Name of Venue: _____

Venue Address: _____

Cost per couple that you are charging: _____

Contact Name, Phone # and email to register:

- Tick* We want Power to Change to promote our event on their website



Power to Change