

# Workshop Preparation Timeline

Some of these suggestions will not be relevant to your context, others may not be. Please adapt as necessary.  
**Please cover the workshop with prayer, asking for prayer support from others if possible.**

## 2-3 Months before:

- Decide the date and venue, start advertising and open registration. Note: Your registration deadline should be 4 - 5 days before your workshop date
- Find someone to be your venue host and oversee the practical details of venue and food - not one of the facilitators!
- Create flyer/advertising (use CFM-workshop-flyer template if needed)
- Take the following details from participants who register:
  - Name, phone number
  - church/organisation
  - email address
  - dietary requirements
  - Discussion language (if you are offering other language table groups)
  - Course books language (E.g. you might have a Farsi speaker who wants to take away the books in Farsi, but is able to join in with discussion in English)

## 1 month before:

- Confirm venue, check venue for facilities including:
  - Projector/screen or television, speakers
  - flipchart stand or whiteboard
  - Ability and space to arrange suitable tables into groups facing front. (not in 2 rows, preferably in an arc or fan shape.
  - Catering facilities
- Plan and order food
- Order CFM books for participants (allow 7 working days for print & delivery)
- Facilitators divide up sessions between them & prepare their sections
- Edit the Participants Pack if needed e.g.. Revise the timetable for the day
- Obtain necessary stationary etc. (see Resource list)
- Prepare picture/poster of harvest field
- For Session 1.4, If possible, ask a BMB to share what helped them grow in Christ **and** If any participants have used Joining The Family ask them to be ready to share how it was helpful for them/their church
- Ask Table leaders if needed - one per 4-6 people including facilitators; they could be from among the registered participants! Send them "Appendix 4: Guidelines for table leaders".
- As registrations come in, send them confirmation of registration (See 'Template-Registration-email') along with Pre-Workshop Preparation (chapters 12 & 19) as a PDF file in English/Arabic/Farsi. **Please emphasise that this needs to be printed and filled in BEFORE the workshop, or they can complete it in a study book if they have one.** Participants should ideally fill in the language they will be doing the discussion in for a training workshop. (all downloadable from [come-follow-me.org/workshop](http://come-follow-me.org/workshop))

## After registration deadline:

- Send final reminder to participants about venue etc. **Emphasise that they must complete the pre-workshop preparation – the training is seriously weakened if they do not.**
- Print & label participant packs one per participant
- Divide participants into groups of 4 - 6 people. Separate married couples and those from same church/organisation for inter-church/organization relationship building and better discussion.
- Make and print out a registration form (see Appendix 5) & name labels for participants
- Confirm food order for correct numbers, taking dietary requirements into account.
- Download digital resources: video clips, Joining the Family promo video and workshop presentation from [www.come-follow-me.org/workshop](http://www.come-follow-me.org/workshop)