

# Aglow International - Webcast

---

## Church Checklist

Thank you for hosting a webcast of the 2016 National Conference! Your church will be blessed as they take part in “The Called” Conference.

Please use this checklist to guide you through the second phase of church webcast registration. Aglow aims to make this an easy to follow process, but should you have questions, feel free to call Nancy Gandall at Aglow Headquarters at (425) 275-0205. ***Please return the Church Webcast (CW) Documents labeled CW1 and CW2 to Nancy Gandall at either [nancygandall@aglow.org](mailto:nancygandall@aglow.org) or FAX to (425) 778-9615 within two weeks of paying your church webcast license fee.***

- ✓ **Purchase a church webcast license** – This allows you to legally view the webcast and form a church webcast group. If you have this Church Webcast Procedure and Checklist in hand, you have already purchased your webcast license. Thank you!
- **Read, sign, and return the Church Webcast Agreement (*Document CW1*)** – This document outlines what each party (Aglow International, Fresh Audio Video, and you) agree to do in order to make your church webcast successful. *Be sure to retain a copy for your records.*
- **Read, fill out, and return the Church Profile (*Document CW2*)** – This form will let Aglow Headquarters know the logistics of your church webcast, and will help us promote your church webcast on [www.aglow.org](http://www.aglow.org). *Be sure to retain a copy for your records.*
- **Read the Frequently Asked Questions (FAQs)** – Be sure to read this document thoroughly, as it contains the information and resources needed to have a successful church webcast experience.

# Aglow International - Webcast

---

## Church Webcast Agreement

*Please sign this Church Webcast Agreement and return to Nancy Gandall at Aglow International – [nancygandall@aglow.org](mailto:nancygandall@aglow.org) or FAX: 425-778-9615*

### **Aglow agrees to:**

- Provide license to view the 2016 National Conference.
- Provide church webcast administrator with an example copy of the printed program for reference.
- Approximately 2 weeks before the conference, provide Church Administrator with an “Order of Service” document that outlines the order of the General Sessions (opening worship, announcements, offering, etc.)

### **Fresh Audio Video agrees to:**

- Provide technical support (in English) prior to and during the webcast to ensure optimal viewing. The phone number for technical support is: (719) 687-5338.
- Provide secure, unique log-in account for Church Administrator.
- Give a detailed list of technical equipment requirements prior to webcast so church can secure any needed items.
- Work with technical support (in English) at the church’s venue if needed to enable optimal viewing of webcast.

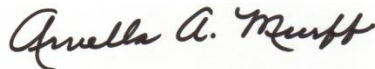
### **Church Webcast Administrator agrees to:**

- Provide Aglow Headquarters with webcast attendance numbers (overall and per session) after the webcast is finished.
- Complete a short survey telling Aglow about your conference webcast experience (link to be provided at a later date)
- Receive one or more offerings for the ministry of Aglow International during webcast viewing. Funds may be sent to Aglow International at PO Box 1749 Edmonds, WA 98020. Make checks payable to Aglow International.

I agree to the terms contained in this document.

### **Digital Signature**

Signature:



Aglow International:

Arvella A. Murff, Special Events/Conference Director

(CW1)

# Aglow International - Webcast

---

## Church Profile

Please fill out this Church Profile and return to Nancy Gandall at Aglow International – [nancygandall@aglow.org](mailto:nancygandall@aglow.org) or FAX: 425-778-9615

### Church Administrator Information:

Name  
Address  
City  
State  
ZIP/Postal Code  
Country  
Email  
Phone number

### Location of Webcast viewing:

Name of Venue  
Address of Venue  
City  
State  
ZIP/Postal Code  
Country

Capacity of Room?  
Projected attendance?

### Technological Requirements: How will you be viewing the webcast?

At minimum you must have a computer with Google Chrome, video viewing software, and either a TV or projector with a screen to view the webcast. You will also need a wired Internet connection. **\*Note: Wi-Fi connections will not allow for a seamless webcast viewing experience. We recommend that you do not use a Wi-Fi connection to view the webcast.** Please contact Fresh Audio Video technical support at (719) 687-5338 to discuss technical equipment needs prior to purchasing any items.

- Computer connected via television  
 Computer connected via projector and screen

### Promotion: – How will you promote your webcast? (Please choose all that apply)

- Church Website  
 Flyer  
 Announce at church  
 Other (please provide)

Please provide copies of any promotional material produced for your webcast

(CW2)

## **Church Webcasts – Frequently Asked Questions (FAQs)**

### **What if my church is in a different time zone?**

The conference can be customized to meet your church's needs. Sessions are archived within 3 hours of their conclusion, so you can start, stop, and rewind any session at a time that is convenient for you. And of course, your church can watch live as well.

### **How do I know what/when things will happen on the webcast?**

Approximately 2 weeks before the conference begins, you will receive an email with an "Order of Service" document that will outline when things happen during the general sessions.

### **Can we have book/CD/DVD sales?**

If you have the space at your venue, consider having a sales table or area that you can sell bible studies, books, DVD/CDs, or other items to help offset the cost of your church webcast. *You will have to pay sales tax on any items sold, so contact your state's Department of Revenue to see what is required.*

If you are interested in having Aglow International books/CDs/DVDs or other products available for sale at your webcast, refer to the enclosed **2016 Webcast Product Bundles** document to place your order. **Orders MUST be received by Monday, October 3, 2016.**

### **What can I use to promote our church webcast?**

Feel free to download conference logos, flyers, and other media available from the Aglow Media Kit at <http://aglow.org/get-involved/events/us-conference-2016/media-kit>

### **What do I do if I need technical support?**

Fresh Audio Video is happy to help you have a successful webcast! Please contact Fresh Audio Video technical support at as soon as possible to determine what your technical needs are for your church. If you would like, Fresh Audio Video can work with the A/V Company at your venue to make sure the equipment will work seamlessly. The phone number for technical support is (719) 687-5338.

# 2016 Webcast Product Bundles

Please select from the product bundles below to have Aglow items for sale at your webcast group.

**Orders MUST be received by Monday, October 3, 2016.**

See back page for continued order information.

<b>Bundle #1</b>		<b>Purchase Price: \$87.50 plus \$13.45 Shipping</b>	
<b>Quantity</b>	<b>Item</b>	<b>Purchase Price</b>	<b>Suggested Selling Price</b>
10	Aglow Pen*	\$0.50	\$1.00
10	Aglow/Israel Flag Pin	\$4.00	\$5.00
10	Dog Tags	\$3.00	\$4.00
1 pack	Vision Statement Bookmark	\$2.50	\$5.00
10	Life-Changing Scripture Mirror	\$1.00	\$1.00
		<b>Bundle Purchase Total \$100.95</b>	
<b>Quantity Ordered</b>		<b>Total</b>	
<b>Bundle #2</b>		<b>Purchase Price: \$42.50 plus \$6.80 Shipping</b>	
<b>Quantity</b>	<b>Item</b>	<b>Purchase Price</b>	<b>Suggested Selling Price</b>
10	Aglow Pens*	\$0.50	\$1.00
1	Aglow Go Sling Bag	\$10.00	\$12.00
5	Carabiners*	\$1.00	\$2.00
1 Pack	Vision Statement Bookmark	\$2.50	\$5.00
5	Aglow/Israel Flag Pin	\$4.00	\$5.00
		<b>Bundle Purchase Total \$49.30</b>	
<b>Quantity Ordered</b>		<b>Total</b>	
<b>Bundle #3</b>		<b>Purchase Price: \$100.00 plus \$13.45 Shipping</b>	
<b>Quantity</b>	<b>Item</b>	<b>Purchase Price</b>	<b>Suggested Selling Price</b>
2	Aglow Journals*	\$8.00	\$10.00
2	Exxxit book	\$11.00	\$15.00
2	Dancing on the Water	\$8.00	\$12.00
2	Prayer: Heaven's Open Door	\$8.00	\$12.00
2	Master Plan	\$5.00	\$7.00
2	Heroines	\$10.00	\$15.00
		<b>Bundle Purchase Total \$113.45</b>	
<b>Quantity Ordered</b>		<b>Total</b>	
<b>Bundle #4</b>		<b>Purchase Price: \$215.50 plus \$18.75 Shipping</b>	
<b>Quantity</b>	<b>Item</b>	<b>Purchase Price</b>	<b>Suggested Selling Price</b>
25	Aglow Pens*	\$0.50	\$1.00
2	Aglow Go Sling Bags	\$10.00	\$12.00
2	Water Bottles*	\$5.00	\$8.00
2	Dancing on the Water	\$8.00	\$12.00
2	Prayer: Heaven's Open Door	\$8.00	\$12.00
2 packs	Vision Statement Bookmarks	\$2.50	\$5.00
1	Travel Mug	\$11.00	\$12.00
2	Master Plan	\$5.00	\$7.00
5	Dog Tags	\$3.00	\$4.00
25	Aglow/Israel Flag Pin	\$4.00	\$5.00
		<b>Bundle Purchase Total \$234.25</b>	
<b>Quantity Ordered</b>		<b>Total</b>	

**\*Product color is seller's choice. All sales final - No substitutions - No exceptions**

# Aglow International - Webcast

---

## Instructions

To purchase you webcast product bundles, please completely fill out the form and return with payment to the Aglow Headquarters' office address below. All orders **MUST be received by Monday, October 3, 2016**. You may also call in your order at phone number listed below.

**Please note that the purchase prices listed above are for Aglow's 2016 US National Conference Webcast groups ONLY. Special pricing is good through Monday, October 3, 2016. You may be required to pay full price for any orders made after October 3, 2016.**

For all product information including descriptions and photos of items, please log on to [store.aglow.org](http://store.aglow.org).

Mailing Address:      Aglow International  
                                  Attn: Nancy Gandall  
                                  PO Box 1749  
                                  Edmonds, WA 98020

Phone:                      425.775.7282

## Purchaser Information

<b>Webcast Group</b>				
<b>Name (First and Last)</b>				
<b>Mailing Address</b>				
<b>City</b>		<b>State</b>		<b>Zip Code</b>
<b>Telephone</b>				
<b>Email</b>				

## Payment Information

<b>Payment Method</b>	<b>Check/Money Order Enclosed (payable to Aglow International)</b>	<b>Credit/Debit Card (Please fill out form below)</b>		
<b>Credit Card Number</b>		<b>Expiration Date</b>		
<b>Billing Zip Code (required)</b>		<b>CVV (required)</b>		
<b>Credit Card Type</b>	Visa _____ MasterCard _____ American Express _____ Discover _____			
<b>Billing Address (if different than Mailing Address above)</b>				
<b>City</b>		<b>State</b>		<b>Zip Code</b>

## Below is for office use only

	<b>Date</b>	<b>Initials</b>
<b>Received &amp; Reviewed</b>		
<b>Processed</b>		
<b>Items Fulfilled and sent</b>		