

Group Checklist

Thank you for hosting a webcast of the 2016 U.S. National Conference! Your group will be blessed as they take part in “The Called” Conference. Please use this checklist to guide you through the second phase of group 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 Group Webcast (GW) Documents labeled GW1, GW2, and GW3 to Nancy Gandall at either nancygandall@aglow.org or FAX to (425) 778-9615 as soon as possible.**

- ✓ **Purchase a group webcast license** – This allows you to legally view the webcast and form a group. If you have this Group Webcast Procedure and Checklist in hand, you have already purchased your webcast license. Thank you!

- **Read, sign and return the Group Webcast Agreement (Document GW1)** – This document outlines what each party (Aglow International, Fresh Audio Video, and you) agree to do in order to make your group webcast successful. *Be sure to retain a copy for your records.*

- **Read, fill out and return the Group Profile (Document GW2)** – This form will let Aglow Headquarters know the logistics of your group, and will help us promote your group webcast on www.aglow.org. *Be sure to retain a copy for your records.*

- **Read, sign and return the Financial Procedure (Document GW3)** – This document outlines your duties and responsibilities in regards to financial aspects of this group webcast as group administrator. Among your duties and responsibilities will be: turning in all **registration forms, registration fees and offering to Aglow International headquarters.** *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 information and resources you will need to have a successful group webcast experience.

- **Forms** – The last 2 pages of this packet contain forms you will need to duplicate and have available for the webcast. They are the following:
 1. **Registration Form** – Each attendee will need to fill one out completely. All forms, along with registration fees, need to be mailed to Aglow Headquarters **after** the webcast.
 2. **Donation Template** – Duplicate this form and have available during the offering times for those who would like to donate using their credit card.

Group Agreement

Please sign this Group Webcast Agreement and return to Nancy Gandall at Aglow International at nancygandall@aglow.org or FAX: 425-778-9615.

Aglow agrees to:

- Provide license to view the Aglow 2016 U.S. National Conference.
- Review and discuss contracts with the Group Administrator (for venue, hotel, etc.) if desired.
- Provide "Large Groups" (in the U.S.) with an Excel document that contains email addresses for all Aglow constituents in the state the group webcast is being held.
- Provide Group Administrator with a registration forms to capture all attendee information. *(included in this packet)*
- Provide Group Administrator with a credit card donation template (to be duplicated) for offering. *(included in this packet)*
- Provide Group Administrator with an "Order of Service" document that outlines the order of the General Sessions. (Opening worship, announcements, offering, etc.) This will be sent approximately 2 weeks before the conference.

Fresh Audio Video agrees to:

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

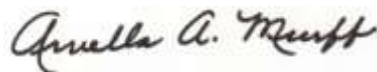
Group Administrator agrees to:

- **Remit a \$15.00 registration fee per webcast group attendee** to Aglow International for **each** person attending your webcast. You should set a registration fee that covers the \$15.00 to Aglow as well as the Group Administrator's costs (license fee, venue rental, and any other costs associated with your webcast). However, the minimum registration fee is \$15.00 per person to Aglow International.
- Receive offerings during offering times on the webcast. **At least 75% of amount received to be remitted to Aglow International; up to 25% may be retained by group to cover costs involved in running the group webcast.**
- Capture all attendee information on the attendee registration form provided by Aglow International, and return all forms to Aglow International Headquarters, Attn. Nancy Gandall.
- Promote the webcast in your area in order to attract sufficient attendee numbers to support your group webcast.
- Secure, arrange, and guarantee payment for any venue or hotel room block the group may require.

I agree to the terms contained in this document.

Digital Signature

Signature:



Aglow International:

Arvella A. Murff, Special Events/Conference Director

(GW1)

Group Profile

Please fill out this Group Profile and return to Nancy Gandall at Aglow International – nancygandall@aglow.org or FAX: 425-778-9615

Group Administrator Information:

Name

Address

City

State

ZIP/Postal Code

Country

Email

Phone number*

**Please include country and city access numbers (if applicable)*

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 and 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)

- Group Website
 Aglow Website/Google Map (available only to Large webcast groups)
 Flyer
 Email Blast
 Announce at local meetings
 Other (please provide)

Please provide copies of any promotional material produced for your webcast

(GW2)

Financial Procedure

Please sign this Financial Procedure and return to Nancy Gandall at Aglow International - nancygandall@aglow.org or FAX: 425-778-9615

Webcast Registrations:

1. Each attendee **MUST** completely fill out a registration form (included in this packet). All forms are to be sent into Aglow Headquarters – Attn. Nancy Gandall. *Be sure to retain copies for your records.*
2. Each small group (2-9 attendees) has *one* complimentary registration for the group administrator. Large groups (10+ attendees) have *two* complimentary registrations for group administrator and their assistant.
3. Once all attendees have registered, remit to Aglow headquarters (by check, money order, or credit card) the amount due for all registrants at the webcast. (\$15 per attendee multiplied by the number of attendees = amount of check or money order to Aglow headquarters for registration)
4. **KEEP WEBCAST REGISTRATION FUNDS SEPARATE FROM ALL OTHER FUNDS.** – When sending in webcast registration funds to Aglow do the following:
 - a. Send registration funds (in U.S. dollars) to Aglow Headquarters by check, money order, or credit card. Make checks or money orders payable to Aglow International.
 - b. Designate that it is for webcast registration.
 - c. **DO NOT SEND CASH VIA THE MAIL.**
 - d. If international groups would prefer to wire their registration funds, please contact Nancy Gandall at Aglow Headquarters for instructions on wiring funds to Aglow International.

Offering:

1. Have a receptacle (basket, bucket, etc.) ready for passing during the conference offering times.
2. Print out the CREDIT CARD DONATION FORM (included in this packet) for those wanting to use their credit cards for offering and have them ready in the offering receptacle. – Aglow will process the credit card forms at headquarters.
3. If anyone puts a check in the offering, make sure they designate “OFFERING” on the memo line and that their check has their name, address, and phone number on it.
4. **KEEP OFFERING FUNDS SEPARATE FROM ALL OTHER FUNDS.** – When sending in offering funds to Aglow do the following:
 - a. **Group may keep up to 25% of offering; send at least 75% to Aglow headquarters.**
 - b. Keep a list of accounting for the offering – how much in checks, how much in credit cards, how much in cash.
 - c. **DO NOT SEND CASH VIA THE MAIL.**
 - d. Send offering (in U.S. dollars) to Aglow Headquarters by check, money order, or credit card. Make checks or money orders payable to Aglow International.
 - e. Designate that it is for webcast offering.
 - f. If international groups would prefer to wire their offering funds, please contact Nancy Gandall at Aglow Headquarters for instructions on wiring funds to Aglow International.

I agree to follow the financial procedure outlined in this document

Digital Signature

(GW3)

Group Webcasts – Frequently Asked Questions (FAQs)

What if my Group is in a different time zone?

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

Do group webcast attendees pay a registration fee?

Yes, each person who attends a group webcast pays a registration fee set by the group webcast administrator. The registration fee covers the cost of running the webcast. \$15.00 of that registration fee goes back to Aglow International, along with a completed registration form for each attendee.

Will the webcast be offered in any other languages besides English?

No. This year we will be offering the webcast in English only.

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.

When do the webcast groups receive offerings?

The webcast groups should receive offerings in correspondence with the offerings taking place live on the webcast. At least 75% of what is received is to be remitted to Aglow International Headquarters; and up to 25% may be used to cover any costs that the Group Administrator needs to cover expenses.

Can we hold other meetings during our webcast?

Since you are setting your own conference schedule, be sure to include time for any ministry meetings and meal breaks.

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 webcast group. *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.**

How do I let people know about our Webcast viewing?

Here are some tips for attracting people to attend your webcast group:

1. Emails to area Aglow constituents (Large group licensees will receive an Excel document with the email addresses for all Aglow constituents in their state)
2. Announce your webcast group at area and local lighthouse meetings and other meetings you may attend.

3. Create a flyer to post in public locations like community centers, libraries, Christian bookstores, local newspaper, church calendars, etc. You can download the conference logo and a flyer shell from the 2016 conference media kit at: <http://aglow.org/get-involved/events/us-conference-2016/media-kit>
4. Large Groups can also be included on the Aglow website's "Webcast Directory" which will include a listing with contact information and a pin on the interactive Google Maps display.

Where should I hold my webcast group?

There are many types of venues you can consider for your webcast group: churches, hotel meeting rooms, and college campuses may have the webcasting equipment needed in order to view the webcast. Community centers and clubhouses may also work if you already have the equipment needed to view the webcast and can transport it to the venue. Most of these places come with a cost and contracts to sign. If you would like, someone at Aglow Headquarters can review contracts you may need to sign.

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 as soon as possible to determine what your technical needs are for your group. 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.

Have a Goal for your Group!

Having a goal will give your group purpose and something to strive for. Bring people back to Aglow, introduce a Generations group to conference, a goal unique to your group! And you'll bless your community with the knowledge and upgrade they will receive from the messages.

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.

Bundle #1		Purchase Price: \$87.50 plus \$13.45 Shipping	
Quantity	Item	Purchase Price	Suggested Selling Price
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
		Bundle Purchase Total \$100.95	
Quantity Ordered		Total	
Bundle #2		Purchase Price: \$42.50 plus \$6.80 Shipping	
Quantity	Item	Purchase Price	Suggested Selling Price
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
		Bundle Purchase Total \$49.30	
Quantity Ordered		Total	
Bundle #3		Purchase Price: \$100.00 plus \$13.45 Shipping	
Quantity	Item	Purchase Price	Suggested Selling Price
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
		Bundle Purchase Total \$113.45	
Quantity Ordered		Total	
Bundle #4		Purchase Price: \$215.50 plus \$18.75 Shipping	
Quantity	Item	Purchase Price	Suggested Selling Price
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
		Bundle Purchase Total \$234.25	
Quantity Ordered		Total	

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

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.

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

Phone: 425.775.7282

Purchaser Information

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

Payment Information

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

Below is for office use only

	Date	Initials
Received & Reviewed		
Processed		
Items Fulfilled and sent		



Webcast Location: _____

Name: _____ Phone Number*: _____

Email: _____ Covenant Partner Number: _____

Address: _____ City: _____ State/Country _____ ZIP/Postal Code _____

**please include country and city access numbers (if applicable)*

Registration Fee Paid?

Please be sure to complete all information on the registration form



Webcast Location: _____

Name: _____ Phone Number*: _____

Email: _____ Covenant Partner Number: _____

Address: _____ City: _____ State/Country _____ ZIP/Postal Code _____

**please include country and city access numbers (if applicable)*

Registration Fee Paid?

Please be sure to complete all information on the registration form



CREDIT CARD DONATION

PRINT NAME: _____ DATE: _____
 ADDRESS: _____ CITY: _____
 STATE/COUNTRY _____ ZIP/POSTAL CODE _____
 PHONE NUMBER*: _____ EMAIL: _____
 CARD NUMBER: _____ EXP DATE: _____
 SIGNATURE: _____ AMOUNT: \$ _____

**please include country and city access numbers (if applicable)*



CREDIT CARD DONATION

PRINT NAME: _____ DATE: _____
 ADDRESS: _____ CITY: _____
 STATE/COUNTRY _____ ZIP/POSTAL CODE _____
 PHONE NUMBER*: _____ EMAIL: _____
 CARD NUMBER: _____ EXP. DATE: _____
 SIGNATURE: _____ AMOUNT: \$ _____

**please include country and city access numbers (if applicable)*



CREDIT CARD DONATION

PRINT NAME: _____ DATE: _____
 ADDRESS: _____ CITY: _____
 STATE/COUNTRY _____ ZIP/POSTAL CODE _____
 PHONE NUMBER*: _____ EMAIL: _____
 CARD NUMBER: _____ EXP. DATE: _____
 SIGNATURE: _____ AMOUNT: \$ _____

**please include country and city access numbers (if applicable)*