**MASTER ITINERARY OUTLINE & INSTRUCTIONS**

**PART 1 - Morning Sessions**

| **Time** | **Duration** | **Conference Outline** | **Additional Coordinator Notes** |
| --- | --- | --- | --- |
| **[Start Time]** | **20min.** | **Welcome/ Introduction/ Team Assignment** | **Who: Entire Group**  **Location: Large Group Room**  Entire Group Attend. Have everyone sit together and play the video and follow the prompts of the video. Here, the site coordinator should assign individual members to their small group teams to begin break-out session workshops. Make sure each team has the access code as well as a large enough device with good sound to begin their break out sessions. It is recommended that the site coordinate assign a team leader for each team (to help with setup and login for each break-out session workshop). |
| **[Start Time]** | **60min.** | **Team 1 - [Enter Workshop Title Here]**  **Team 2 - [Enter Workshop Title Here]**  **Team 3 - [Enter Workshop Title Here]**  **Team 4 - [Enter Workshop Title Here]** | **Who: Individual Teams**  **Location: Small Group Rooms**  During the break-out sessions, instruct your Team Leaders to download printable notes, located on each workshop’s page. |
| **[Start Time]** | **30min.** | **Team Recap** | **Who: Entire Group**  **Location: Large Group Room**  Site Coordinator should lead conversation with teams, asking them the following: What where your major takeaways? What sparked your interest that you would like to implement in your church’s media presence?Bring these questions to the Q & A later this evening. |
| **[Start Time]** | **60min.** | **Team 1 - [Enter Workshop Title Here]**  **Team 2 - [Enter Workshop Title Here]**  **Team 3 - [Enter Workshop Title Here]**  **Team 4 - [Enter Workshop Title Here]** | **Who: Individual Teams**  **Location: Small Group Rooms**  During the break-out sessions, instruct your Team Leaders to download printable notes, located on each workshop’s page.  List specific concerns that you have regarding these topics. A few example questions to think about are: How will we manage this task, weekly, monthly, quarterly? What about quality pictures and audio, what if we don’t have the best equipment/ tools to take nice photos/ video? |
| **[Start Time]** | **30min.** | **Team Recap** | **Who: Entire Group**  **Location: Large Group Room**  Site Coordinator should lead conversation with teams, asking them the following: What where your major takeaways? What sparked your interest that you would like to implement in your church’s media presence?Bring these questions to the Q & A later this evening. |

**MASTER ITINERARY OUTLINE & INSTRUCTIONS CONT’D**

**LUNCH BREAK**

| **[Start Time]** | **60min.** | **LUNCH BREAK** | **Who: Entire Group**  **Location: Large Group Room**  It is suggested to have lunch at your physical site and have your team eat together and fellowship as a staff. Continue to dream together as a team. |
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**PART 2 - (Afternoon Sessions)**

| **Time** | **Duration** | **Conference Outline** | **Additional Coordinator Notes** |
| --- | --- | --- | --- |
| **[Start Time]** | **60min.** | **Team 1 - [Enter Workshop Title Here]**  **Team 2 - [Enter Workshop Title Here]**  **Team 3 - [Enter Workshop Title Here]**  **Team 4 - [Enter Workshop Title Here]** | **Who: Individual Teams**  **Location: Small Group Rooms**  During the break-out sessions, instruct your Team Leaders to download printable notes, located on each workshop’s page. |
| **[Start Time]** | **30min.** | **Team Recap** | **Who: Entire Group Attend**  **Location: Large Group Room**  After the final workshop has been completed, this is a good time to dismiss the team for the day. Remind/ encourage them to log back in to the link for live answers to their questions. |
| **6:00pm** | **60min.** | **Live Q & A Session** | **Entire Group Attend. Link will be sent to site coordinator** |