



What you will be responsible for:

- Location of retreat** (most retreats take place at the hosting church, or nearby retreat center). If there is a fee associated with facility that will also be your responsibility.
- Accommodations for ID ministries team.** We require a separate sleeping area in order to be rested to lead the retreat. Our team is able to bring air mattresses and bedding of their own if needed. Accommodations will also include meals for our retreat staff during the retreat (this does not have to be different from what the students eat).
- Sponsors from your church in attendance throughout the whole retreat.** It is important the students have some familiar faces around to encourage them and to connect to. Your sponsors have the authority to enforce proper crowd control and rebuke if needed. They will also be responsible for the girls during break times, after lights out, and at the conclusion of the retreat. Our staff will also include them in unity building activities which will grow relationships between your volunteers and students. It is also a great idea to have adults who are willing to mentor the students in the subject areas being taught long after the retreat has concluded. We recommend at least 1 adult Sponsor per 7 students.
- Meals and Snacks for the retreat.** Our team does not bring food nor prepare it for the weekend. This frees us up to keep the retreat flowing smoothly and invest in your students. Please make arrangements for food to be prepared or brought in, served, and put away.
- Mileage for ID ministries team.** Because we have staff all over the state, our team will be driving to your venue from multiple locations. Every effort will be made to put a team together based on proximity to your event to keep the mileage cost down. We always carpool in order to be good stewards of our environment and your budget. You will be notified of the mileage fee once the team members are assigned to your event.
- Promotion & Communication of your event.** We have promotional material you will receive prior to your event to aid you in promoting it to your students. We

will be asking you for an approximate number of attendees about a week prior to your event in order for us to bring the proper amount of materials. You will be responsible for informing the details of the retreat to students, sponsors, and parents. It will also be your job to promote the Life-on-Life session for adults and determining the best time to host this session during the weekend.

☐ Providing Media Outlets needed. In order to keep cost down, we rely on the churches/groups to provide the necessary Audio/Video Components needed to communicate to and engage your students. Below is a list of necessary equipment for a basic retreat. If the retreat is customized you may be required to provide additional items.

☐ Sound system for amplification of music and teaching. Our retreats are generally pretty low-maintenance when it comes to audio. We will only use approximately 8 channels total on the mixing console. Channels will include: Computer, iPod, DVD player, Instrument, lapel/headset, up to 3 vocal microphones. We typically use our own QUALIFIED staff to run A/V but, if your church/group has specific rules in place you may need to provide the necessary assistance in this area.

☐ Sound Equipment: 2 vocal microphones, lapel/headset mic for teaching, direct box for instrument connection, 3 XLR Microphone cables, 1 instrument cable, 2 Microphone stands (1 should be a boom stand), 1 music stand/podium. A monitor for the worship leader is helpful but not necessary in most cases.

☐ Computer with presentation software. (If this cannot be provided we can make arrangements. Please let your retreat leader know in advance)

☐ Projection/Large Monitor for song lyrics, slide show, and video presentation. This may help you determine where the teaching sessions will be held at your venue.

☐ DVD player. If the computer being used has a compatible DVD player you may not need an additional dvd player.

☐ Proper A/V cables and chords to connect all components. This includes *audio* connection between: Computer, iPod, and DVD player to the sound console. It also includes *video* connection between: Computer and DVD player to the projector/monitor.

☐ Table for ID Ministries Merchandise. We will need an 8ft table to set up our merchandise display. We like to set up prior to the retreat.

A teaching location for adult session. We typically teach the adult and student sessions simultaneously therefore an additional location for the adult session is necessary.

An additional projector/monitor for the adult session slide/video presentation. It is necessary to have additional projection since the adult and student sessions will be going simultaneously. (This monitor could be a TV with proper a/v outlets.