Overall Timeline

REVEAL OR AWAKEN TRAINING | SPONSOR ROAD MAP

From the moment you consider saying 'Yes' to sponsoring a training.
5 months to 1 year in advance of the training

Interested in Sponsoring?	Reach out to the Director of Communications to express interest and to set up a phone call
While making the decision	Reading or completing the following key documents will support you in knowing what you would be saying 'yes' to when sponsoring: • Sponsor Application (if you have not sponsored in the last 12 months) • Sponsor Standards • Sponsor Agreements • Sponsor Assessment • Overall Timeline • Training Room & Location Logistics • Sponsor Payment & Pricing Details During this time you might decide to secure a location based on the agreed upon Trainer and dates, or you might opt to commit to the dates and move forward with signing, knowing you still have some location options in mind but not yet secured ⟶ only recommended for trainings with more than 4-5 months time prior

Moment of Decision	• A 2nd call may/may not be needed with the Director of Communications
	• A date and trainer(s) have already been agreed upon by Sponsor & GAP
	• Finalize location and sign contract to secure it
	• Finish reading through all of the additional Sponsor documents
	• E-Sign the Sponsor Standards & Agreements (if you haven't already)
	• Complete an ENTIRE budget line-by-line to know where things stand financially and have at least 3 financial scenarios to know your 'break-even' participant number
	• Send the following info to the DOC so it can be officially live on the site
	  o If 2 Sponsors, who will be the main point of contact listed?
	  o What is the email preferred for the point of contact?
	  o Is the email above the same as the PayPal email for registrations, or is a different one?
	  o Location name and address + any suite number needed
	  o Confirmation of the Early-Bird & Regular Price
	• Once live on the site:
	  o You are officially committed and in!
	  o The DOC will send you a test registration email



LET THE TEAM PROCESS BEGIN

Consider these as a general (not all-encompassing) list of guide markers. Lean on your Resource pages, Coach, and mentor Sponsors who've gone before you to help fill in the rest.

5 Months / Up to 1-Year Prior	Resources
☐ Form a committed Core Team ☐ Meet with your Team Captain ☐ Decide/pray through a team theme and vision ☐ Create the Team Invitation Letter ☐ Prayer Capt begins forming a prayer team ☐ The Sponsor Assessment continues to serve as a support throughout the process	Link to Core Team doc Link to Team Invite Template Core Team job roles
1 - 4 Months Prior to 1st Team Mtg	**Resources**
☐ Enrolling committed team members ☐ Intro from the DOC to your GAP Team Coach ☐ Enrolling participants ☐ Check in with the Trainer(s) re: flights/travel/accommodations ☐ Admin creates a shared Google Sheet for tracking incoming confirmed participants ☐ Admin creates a shared Google Sheet for tracking team member conversations to show at 1st Team Mtg	Link to Core Team doc Coach Relationship video Core Team job roles 1st Team Meeting Outline

☐ Admin works with the Sponsor to ensure the participant confirmation packet is updated, accurate, complete ☐ Admin creates shared Google Sheet with Team Roster and Commitments to have ready to complete together by the 1st Team Mtg ☐ Sponsor/Admin sends the Coach the core team emails and the Coach sets up the core team call prior to the 1st Team Mtg ☐ Sponsor meets with Team Captain to prep for the 1st Team Mtg	
1st Team Meeting	**Resources**
☐ Team is finalized ☐ Communication platform and team member commitment to communication begins ☐ Buddies are clear ☐ Team member commitments are updated and shared by Admin within 24 hours of the mtg ☐ Coach is added to all team communication ☐ All future meeting times/dates/location have been decided ☐ Online Info Session(s) / Intro to Transformation Workshop date/time/location have been decided ☐ Online Info Session / ITT Workshop info sent to DOC or date/time preferences if pending a Trainer's schedule ☐ Start getting word out about Sunday Celebration ☐ Prayer Team is in full swing ☐ Participants are signing up ☐ Food job role is assigned early to start soliciting funds/team meals ☐ Sunday Celebration person is assigned and starts early ☐ Team coaching calls begin	Link to Core Team doc Coach Relationship video Core Team job roles 1st Team Meeting Outline Conversation Tracker Template Commitment Sheet Sunday Celebration
2nd Team Meeting	**Resources**
Use this time to evaluate the following: ☐ The areas on the Sponsor Assessment form	2nd Team Mtg

☐ Are buddies connected and supporting each other towards the vision? ☐ Is the Conversation tracker being updated each week? ☐ What patterns do you notice in the team culture? What's working and not working and how can you as the primary leader own any shifts needed to have something new? ☐ Does the team have down the rhythm of clearing quickly and frequently? _____ ☐ The Confirmation Captain has been grounded by the Coach and they are prepared to start the job and answer team member questions ☐ Calls start getting assigned ☐ The online forms are being tracked	Confirmation Call Capt Mats.
3rd Team Meeting	**Resources**
☐ Supplies are being procured ☐ Remaining team jobs have all been assigned ☐ Touch-base with the Trainer(s) again to confirm travel/accommodation plans ☐ Food person has checked in with the Trainer(s) and has solicited all funds/meals for the team ☐ Sound system is tested ☐ The 2 sign banners are in-hand (check with regional point-person storing them or call DOC) ☐ GAP Administrator sends the GAP Branded materials ☐ Graduation sticks are completed with excellence ☐ All participant required forms and confirmation calls are completed ☐ The Food person has all resources planned ☐ Homework and written material is all printed	3rd Team Mtg Other jobs Printed Mats.
1 Week Prior to Training	**Resources**
☐ Word is out about the Sunday Celebration ☐ Final communication with the hotel re: set-up details, etc.	Sunday Celebration

☐ Photographer/Videographer is clear about their role ☐ Name tags are complete ☐ Prep team about the invitation to give in the offering ☐ Communicate plan about each morning of the training ⟶ team prayer (Prayer Capt), team check-in/clearing (TCapt), and the Trainer Grounding ☐ Sponsor's focus now shifts completely to the Trainer care, and the Team Captain is empowered to 100% own all logistics and team dynamics from now on ☐ Team training dress code: business casual, no jeans.	photo/vid Trainer care doc Team doc: what to expect during the training
Training	**Resources**
☐ Coach is scheduling debrief time post-training with Sponsor(s), Team Captain, Coach, DOC, Trainer(s) ☐ Prayer Team is actively communicating with Prayer Capt and vice versa ☐ All outstanding payments are complete ☐ Trainers take the offering home and the participant feedback forms ☐ Team Process and Team Coach online feedback forms are completed by the final day of training by each team member	Payment and Pricing doc Doc outlining ALL practices during the training Checklist

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NAME OF WHO LAST UPDATED	DATE LAST UPDATED
Marla Neighbour	July 5, 2024