

# Overall Timeline



## 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	<p>Reading or completing the following key documents will support you in knowing what you would be saying 'yes' to when sponsoring:</p> <ul style="list-style-type: none"><li>● Sponsor Application (if you have not sponsored in the last 12 months)</li><li>● Sponsor Standards</li><li>● Sponsor Agreements</li><li>● Sponsor Assessment</li><li>● Overall Timeline</li><li>● Training Room &amp; Location Logistics</li><li>● Sponsor Payment &amp; Pricing Details</li></ul> <p>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</p>

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
  - If 2 Sponsors, who will be the main point of contact listed?
  - What is the email preferred for the point of contact?
  - Is the email above the same as the PayPal email for registrations, or is a different one?
  - Location name and address + any suite number needed
  - Confirmation of the Early-Bird & Regular Price
- Once live on the site:
  - You are officially committed and in!
  - 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
<ul style="list-style-type: none"> <li><input type="checkbox"/> Form a committed Core Team</li> <li><input type="checkbox"/> Meet with your Team Captain</li> <li><input type="checkbox"/> Decide/pray through a team theme and vision</li> <li><input type="checkbox"/> Create the Team Invitation Letter</li> <li><input type="checkbox"/> Prayer Capt begins forming a prayer team</li> <li><input type="checkbox"/> The Sponsor Assessment continues to serve as a support throughout the process</li> </ul>	<ul style="list-style-type: none"> <li>Link to Core Team doc</li> <li>Link to Team Invite Template</li> <li>Core Team job roles</li> </ul>
1 - 4 Months Prior to 1st Team Mtg	Resources
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enrolling committed team members</li> <li><input type="checkbox"/> Intro from the DOC to your GAP Team Coach</li> <li><input type="checkbox"/> Enrolling participants</li> <li><input type="checkbox"/> Check in with the Trainer(s) re: flights/travel/accommodations</li> <li><input type="checkbox"/> Admin creates a shared Google Sheet for tracking incoming confirmed participants</li> <li><input type="checkbox"/> Admin creates a shared Google Sheet for tracking team member conversations to show at 1st Team Mtg</li> </ul>	<ul style="list-style-type: none"> <li>Link to Core Team doc</li> <li>Coach Relationship video</li> <li>Core Team job roles</li> <li>1st Team Meeting Outline</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Admin works with the Sponsor to ensure the participant confirmation packet is updated, accurate, complete</li> <li><input type="checkbox"/> Admin creates shared Google Sheet with Team Roster and Commitments to have ready to complete together by the 1st Team Mtg</li> <li><input type="checkbox"/> Sponsor/Admin sends the Coach the core team emails and the Coach sets up the core team call prior to the 1st Team Mtg</li> <li><input type="checkbox"/> Sponsor meets with Team Captain to prep for the 1st Team Mtg</li> </ul>	
<b>1st Team Meeting</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Team is finalized</li> <li><input type="checkbox"/> Communication platform and team member commitment to communication begins</li> <li><input type="checkbox"/> Buddies are clear</li> <li><input type="checkbox"/> Team member commitments are updated and shared by Admin within 24 hours of the mtg</li> <li><input type="checkbox"/> Coach is added to all team communication</li> <li><input type="checkbox"/> All future meeting times/dates/location have been decided</li> <li><input type="checkbox"/> Online Info Session(s) / Intro to Transformation Workshop date/time/location have been decided</li> <li><input type="checkbox"/> Online Info Session / ITT Workshop info sent to DOC or date/time preferences if pending a Trainer's schedule</li> <li><input type="checkbox"/> Start getting word out about Sunday Celebration</li> <li><input type="checkbox"/> Prayer Team is in full swing</li> <li><input type="checkbox"/> Participants are signing up</li> <li><input type="checkbox"/> Food job role is assigned early to start soliciting funds/team meals</li> <li><input type="checkbox"/> Sunday Celebration person is assigned and starts early</li> <li><input type="checkbox"/> Team coaching calls begin</li> </ul>	<p>Link to Core Team doc</p> <p>Coach Relationship video</p> <p>Core Team job roles</p> <p>1st Team Meeting Outline</p> <p>Conversation Tracker Template</p> <p>Commitment Sheet</p> <p>Sunday Celebration</p>
<b>2nd Team Meeting</b>	<b>Resources</b>
<p>Use this time to evaluate the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The areas on the Sponsor Assessment form</li> </ul>	<p>2nd Team Mtg</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Are buddies connected and supporting each other towards the vision?</li> <li><input type="checkbox"/> Is the Conversation tracker being updated each week?</li> <li><input type="checkbox"/> 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?</li> <li><input type="checkbox"/> Does the team have down the rhythm of clearing quickly and frequently?</li> </ul> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Confirmation Captain has been grounded by the Coach and they are prepared to start the job and answer team member questions</li> <li><input type="checkbox"/> Calls start getting assigned</li> <li><input type="checkbox"/> The online forms are being tracked</li> </ul>	<p>Confirmation Call Capt Mats.</p>
<p><b>3rd Team Meeting</b></p>	<p><b>Resources</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Supplies are being procured</li> <li><input type="checkbox"/> Remaining team jobs have all been assigned</li> <li><input type="checkbox"/> Touch-base with the Trainer(s) again to confirm travel/accommodation plans</li> <li><input type="checkbox"/> Food person has checked in with the Trainer(s) and has solicited all funds/meals for the team</li> <li><input type="checkbox"/> Sound system is tested</li> <li><input type="checkbox"/> The 2 sign banners are in-hand (check with regional point-person storing them or call DOC)</li> <li><input type="checkbox"/> GAP Administrator sends the GAP Branded materials</li> <li><input type="checkbox"/> Graduation sticks are completed with excellence</li> <li><input type="checkbox"/> All participant required forms and confirmation calls are completed</li> <li><input type="checkbox"/> The Food person has all resources planned</li> <li><input type="checkbox"/> Homework and written material is all printed</li> </ul>	<p>3rd Team Mtg Other jobs Printed Mats.</p>
<p><b>1 Week Prior to Training</b></p>	<p><b>Resources</b></p>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Word is out about the Sunday Celebration</li> <li><input type="checkbox"/> Final communication with the hotel re: set-up details, etc.</li> </ul>	<p>Sunday Celebration</p>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Photographer/Videographer is clear about their role</li> <li><input type="checkbox"/> Name tags are complete</li> <li><input type="checkbox"/> Prep team about the invitation to give in the offering</li> <li><input type="checkbox"/> Communicate plan about each morning of the training → team prayer (Prayer Capt), team check-in/clearing (TCapt), and the Trainer Grounding</li> <li><input type="checkbox"/> 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</li> <li><input type="checkbox"/> Team training dress code: business casual, no jeans.</li> </ul>	<p>photo/vid</p> <p>Trainer care doc</p> <p>Team doc: what to expect during the training</p>
<b>Training</b>	<b>Resources</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coach is scheduling debrief time post-training with Sponsor(s), Team Captain, Coach, DOC, Trainer(s)</li> <li><input type="checkbox"/> Prayer Team is actively communicating with Prayer Capt and vice versa</li> <li><input type="checkbox"/> All outstanding payments are complete</li> <li><input type="checkbox"/> Trainers take the offering home and the participant feedback forms</li> <li><input type="checkbox"/> Team Process and Team Coach online feedback forms are completed by the final day of training by each team member</li> </ul>	<p>Payment and Pricing doc</p> <p>Doc outlining ALL practices during the training Checklist</p>

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NAME OF WHO LAST UPDATED

DATE LAST UPDATED

Marla Neighbour

July 5, 2024