# Up Close Meeting Agenda - {Date}, {Host} - {Time of Meeting}

- Arrive 1 hour before start time {Time}
  - Set up PC and test projector, A/V, etc.
  - Set up meeting room seating
  - Set up table for Patrick's books and OPEN USA materials
  - Set up refreshments
  - Pray over the meeting time
- Greeting at start of meeting (5-10 minutes)
  - Host welcomes guests
  - Host offers purpose for gathering and tells of their connection with OPEN USA
  - Host introduces OPEN USA speaker
- Speaker addresses gathering and goes through prepared material/slides (30-45 minutes)
  - Introductions of all guests (if possible)
  - Why B4T?
  - B4T Stories
  - Your role and the role of your church in equipping and sending B4T Workers
- Q&A (30-45 minutes)
- Speaker concludes with ways to connect further with OPEN USA (5 minutes)
  - Pass out response cards
  - Direct them to resource table
- Host returns to front to end the evening and dismiss the group (2 minutes)