

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)