

SUPPLIES & EQUIPMENT

Overview

Where GAP Community has established trainings/Workshops, a supplies box may be available for your use during Fusion. Typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event.

General Supplies

- ☐ 1 box ballpoint pens (if people lose their provided GAP pen, etc.)
- ☐ 1 easel (sturdy and for large paper pads)
- ☐ 2 large easel pads (one Post-It sticky backed on, and one without the sticky back)
- ☐ 2 sets large Magnum markers (red, blue, green, and black)
- ☐ 1 case facial tissues (1 for every 4 couples is good)
- ☐ — name tags and holders (enough for two for all participants, team members, Trainers, guests in the room, and at least a dozen extra)
- ☐ 2 replacement light bulbs (for floor lamps, if used)
- ☐ — replacement batteries (for wireless mics)

Special Needs Supplies

Where GAP Community has established trainings/Workshops, a special needs supplies box may be available for your use during Fusion. Typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event. The following lists the special needs supplies needed for Fusion.

- ☐ 1 first aid kit
- ☐ 1 bottle Tylenol
- ☐ 1 bottle Advil
- ☐ 1 container Band-Aids (assortment)
- ☐ 1 bottle Tums
- ☐ 1 package cough drops
- ☐ 1 package hard candy
- ☐ 1 bottle anti-diarrheal medicine
- ☐ 1 bottle Pepto-Bismol
- ☐ 1 bottle saline solution
- ☐ 1 package Kotex Regular
- ☐ 1 package Kotex Lite Days
- ☐ 1 package Tampons
- ☐ 6 wash cloths
- ☐ 15 small plastic "barf bags"
- ☐ 6 to 9 juice boxes

Food/Meals

- ☐ — as food is allowed in the room for Fusion, you can choose to bless the participants with any snacks, drinks, fruit, baked goods, etc.
(volunteers outside the room are a great resource for this)
- ☐ — snacks for the team in the team room
- ☐ — drinks for the team in the team room
- ☐ — Friday breakfast for the team and Trainers
- ☐ — Saturday breakfast for the team and Trainers
- ☐ — Friday lunch for the team and Trainers
- ☐ — Saturday lunch for the team and Trainers
- ☐ — Friday dinner for the team and Trainers
- ☐ — Saturday dinner for the team and Trainers
- ☐ — Sunday brunch for all (team, Trainers, and participants)

Equipment

- ☐ 2 stools or tall chair (one for each Trainer)
- ☐ 1 basket for collecting nametags
- ☐ 2 baskets for collecting offering
- ☐ — trash cans for room (if insufficient number provided by location)
- ☐ 1 laptop
- ☐ 1 printer (for any printing issues—the meeting location may be able to supply this)
- ☐ 4 halogen lights with dimmers (if meeting room lights are not dimmable)
- ☐ 1 small gooseneck lamp (for sound system mixing board)
- ☐ 1 sound system amplifier (250 to 350 watts)
- ☐ 1 sound system mixing board (minimum four-channel mixer)
- ☐ 2 wireless microphones (with replacement batteries)
- ☐ 1 set of earphones (with independent volume control)

- ☐ 4 speakers (preferably on stands)
- ☐ 1 iPod/iPhone/iPad (to play music)
- ☐ — 14 gauge speaker wire (sufficient length for speakers to be in the four corners of the room)
- ☐ — extension cords (sufficient length for location of plugs)
- ☐ — connecting cables (whatever is needed for equipment used)
- ☐ 1 ball of twine and scissors for day one exercise

- ☐ — communion supplies for the final day in the afternoon

Additional Items

The following items are unique to Fusion and are needed for various activities during the Workshop.

Decorations

Due to the nature of the Workshop, Sponsors may create an atmosphere in the room that sets the stage for the focus on marriage, love, and romance. Feel free to be creative! Use of wedding photos from the couples, flowers, flameless candles, and other tasteful and appropriate decorations is encouraged.

Gift Baskets

Each couple will receive a romantic gift basket during the weekend. The cost for these baskets should run approximately \$30 and typically include two wine glasses, a bottle of wine (or sparkling cider), a bottle opener, dark chocolate or chocolate-dipped strawberries, massage oil, etc.

Ticket of Love Supplies

Each person will be creating a “ticket” for their spouse to represent their commitment. Paper and scrapbooking supplies will be needed for the participants to make their tickets. Cardstock, paper, stickers, glitter, glue, markers, and similar crafting items will be needed for this activity. It should cost no more than \$75 for the necessary supplies. Items are best displayed in different areas in the rooms ei: three tables with equal amounts of supplies at each table.

Vision Statement

Each couple will need some decorative paper on which they will print their family vision statement.

Dominos

Two sets of dominos are needed for one of the exercises.

Participant & Team Rosters

By the start of the Workshop, prepare a participant roster that includes the following:

- ☐ Name
- ☐ Area code/phone number
- ☐ Complete address
- ☐ Email address

Update the roster any time there is a change. Remove any participant's name who does not complete the Workshop *before the rosters are included in the graduate packet*. Occasionally, a participant may leave during the Workshop, making it necessary to have changes done and copies of the participant roster completed as late as the final morning of the training. *Be prepared*.

On the participant roster, be sure to include the statement, "This roster is published solely for the convenience of graduates. Its unauthorized use for the purpose of survey, solicitation, mailing lists, etc., is prohibited."

Create a similar roster for the team. Include each team member, even those outside of the room. You may wish to note with an asterisk (*) the team members who are outside of the training room. If you do, include a footnote explaining the asterisk. Include a final copy of the team roster in the graduate packet.