



# What Does it Mean to be a SheLeads Regional Venue?

Alongside First Church of the Nazarene (PazNaz) in Pasadena CA, as the main venue for the 2017 SheLeads Summit, we will also convene gatherings at a limited number of regional venues across the country. In addition to offering a simulcast of the three main sessions taking place in Pasadena, regional venues will offer their own mix of local presentations, spaces of networking and conversation, and partnering opportunities.

## Regional Venues: Key Responsibilities

### 1. Host Location

First and foremost, regional venues will provide a space capable of seating 50-100+ participants around round tables. They must be able to deliver the live feed and adequate sound from the simulcast sessions as well as provide the necessary audio and visual support for the local elements of the Summit. Also, local sites need to provide adequate space for any co-sponsoring partners of the Summit that might seek a presence there.<sup>1</sup> Our estimates are that this would mean at least space for 5, 8-foot tables. These should be in a visible space, preferably in the main room of the meeting.

### 2. Hospitality

Regional venues are expected to coordinate hospitality for the day. At a minimum, this means providing refreshments upon arrival, lunch during the course of the day, an afternoon snack, and beverages such as tea/coffee/water.

### 3. Publicity

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<sup>1</sup> See below for co-sponsoring partnership opportunities. Regional Venues are encouraged to add to Missio's efforts to recruit local sponsors for the Summit. This will increase the profile of your organization as well as help to offset any expenses you might incur.



While Missio Alliance will be promoting the Summit in general and all our regional venues on a national scale through our networks and social media channels, regional venues are responsible for local publicity and recruitment. **Strong local attendance will be significantly determined by local efforts.**

#### 4. Programming

There are significant elements of the programming that are to be handled locally. In no particular order, here is what is necessary.

- Local Organizer

Each regional venue must include a person who will be responsible for the event locally and coordinate all logistics or delegate their coordination to a supervised person.

- Host/Emcee

Whether the local organizer or another individual, each regional venue must identify a host/emcee for the day. This person needs to be approved by Missio Alliance.

- Local Sessions

The Summit will include a 45 minute “local session.” Each regional venue should feature a panel of 3-4 local leaders who can speak to the subject of empowering women as church and ministry leaders from a place of recognized authority. In continuity with Missio Alliance’s value for comprehensive mutuality and the purpose of this Summit more specifically, each panel should include racial and gender diversity. Each regional venue must submit a brief proposal containing the names and bios of proposed panelists and a summary of the questions/conversation that will shape the panel discussion.

- Closing Liturgy

Each venue may decide how to shape its closing liturgy.



- Table Conversations

Missio Alliance will provide prompts/questions to direct table conversations following the main sessions. Regional venues may choose to adapt these to reflect local issues as they see fit.

## 5. Technology<sup>2</sup>

### Video

- Professionally installed screen and projector
- Physical Screen Size: 9 feet x 16 feet
- Projector: Native HD Widescreen with minimum 10,000 lumens
- Dedicated computer to receive live stream

### Audio

- Separate audio line running to PA (speakers and sound board) + minimum two wireless microphones recommended
- Quality Internet is critical for the file download
- A dedicated, hard-wired connection of 10Mbps download is the minimum required bandwidth
- Stage lighting arranged to accommodate live speakers. Ability to lower stage lights during video broadcasted Summit Talks
- Qualified technician confirmed to be present onsite prior to and during the actual event.

## 6. Budget

Registration rates for the attending the Summit at any of the regional venues will be: \$45 (before 10/8/17) and \$65 (before 10/28/17 or as space allows). We will also make offer a student rate of \$25. Beside access to the Summit and the hospitality provided, all registrants will also receive a copy of [\*\*Embodened: A Vision for Empowering Women in Ministry\*\*](#) (IVP) by Tara Beth

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<sup>2</sup> We will run a test of the technology/live stream approximately 1 week before the event to verify technological integrity.



Leach, the Senior Pastor of PazNaz and free access to the downloads of the main sessions once they are available.

- Groups of 4-9 registering together will receive a 25% discount. Groups of 10+ registering together will receive a 35% discount.
- Regional venues are responsible for establishing and managing their own budget. Missio Alliance will reimburse regional venues for their expenses related to advertising, technology, and hospitality up to 30% of registration revenue and 50% of local sponsorship revenue.

Example: If a regional venue has \$3000 in registration revenue and \$3500 in sponsorship revenue, their expenses in the above categories are reimbursable up to \$2,650 (30% of 3000 and 50% of 3500). We ask regional venues to cover their expenses initially and then to submit receipts for reimbursement after the Summit.

- Honoraria to local panelists is at the discretion of each regional venue and not something Missio Alliance is able to reimburse.

## 7. Administration, Etc.

Missio Alliance will overall see all work and administration related to the event page of the Summit, registration for all venues, and management/coordination with co-sponsoring partners.

Regional venues will each be given 10 complimentary registrations. However, venues will need to factor in the loss of the funds associated with those registrations when working with their budget.

Each regional venue will receive a copy of their registration list.

Missio Alliance will profile each Regional Venue as a Summit Partner on the event page, in our communication, and in print literature.

**Contact the Summit Director, Mandy Smith ([sheleads@missioalliance.org](mailto:sheleads@missioalliance.org)) with any questions about hosting the Summit as a Regional Venue.**



# The SheLeads Summit

## Saturday, October 28, 2017

It's time for women and men, together, to rediscover God's vision for shared leadership in the Church and Christian ministry.

Because we believe that when we lead together, we see the family of God restored.

- *When we lead together, we learn a new vocabulary for mission.*
- *When we lead together, we better reflect the person of Christ.*
- *When we lead together, we more fully embody Jesus' gospel.*

It's out of these convictions that Missio Alliance has created the SheLeads Summit.

**The Summit exists to encourage and equip our sisters and to welcome our brothers as we imagine together where God is leading His Church, for the blessing of the nations!**

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### Schedule (all times PST):

8:30	Summit-wide Introduction	10:55	Lunch & Table Conversations
8:45	Regional Venue Introduction	11:45	Local Panel Conversations
9:00	Summit-wide Session 1 <i>Jean Burch</i>	12:30	Break
9:40	Table Conversations & Break	12:45	Summit-wide Session 3 <i>Nancy Ortberg</i>
10:15	Summit-wide Session 2 <i>Todd Hunter &amp; Efrem Smith</i>	1:25	Closing Liturgy

Primarily as an expression of a shared passion and desire for collaboration around these issues, we are seeking a few strategic partners who resonate with the aims of this Summit and would like to be a part of advancing this work.



## Join us as a Co-Sponsoring Partner

<b>PARTNERHIP OPPORTUNITIES</b>	<b>Platinum \$1,500</b>	<b>Gold \$1,000</b>	<b>Silver \$500</b>
Recognition in print & web materials	✓	✓	✓
Public stage recognition	✓	✓	✓
Rotating PowerPoint Slide during breaks	✓	✓	✓
8' table space at venue of your choosing	✓	✓	
2 min. video during breaks	✓		
Organizational ad distributed at registration (main venue only)	✓		
Free registrations	2	1	0

Contact the Summit Director, Mandy Smith ([sheleads@missioalliance.org](mailto:sheleads@missioalliance.org)) with questions or to apply as a co-sponsoring partner for the SheLeads Summit.