

GROUP LEADER INFORMATION & BENEFITS

WHEN do I start?

The sooner you get started the better. You will want plenty of time to plan and create a group experience so that as many people as possible can join you. Begin talking to women and generating interest as soon as you hear about the event.

HOW do I get started?

Purchasing for your group:

- 1) Join the event Community and begin receiving key information about the event and different ways your group can be involved beforehand through a fun newsletter!
- 2) Create a sign-up sheet for your group. It should include name, address, cell phone, email, and transportation and hotel needs, if applicable.
- 3) Ask for a deposit from each lady who signs up. Keep an eye on early bird pricing dates and tax amount (if applicable).
- 4) Purchase your group's wristbands.
- 5) Collect the balance from each person.
- 6) Distribute the wristbands prior to the event.
- 7) Schedule a location to meet up once you arrive.

Are you ready to purchase your tickets now? Click [here](#) to place your order.

WHAT do I share with my group?

Group leader's name and cell phone number

- Name the wristbands were purchased under, in case a group member loses her wristband
- Transportation plans - are you meeting to ride together? Or are group members on their own?
- Parking Accommodations when you arrive at the event venue
- Select a meeting place at the event venue - a rally point everyone will recognize like the box office (Plan to arrive early so that your group can get great seats together)
- Hotel information if you are staying overnight. (Check lifeway.com/thewordalive for lowest rates)

WHAT do I share with my group the week of the event?

- Send out one last email with your meeting time and place. Be sure to include the group leader's cell phone number one last time!
- Remind your ladies to bring their wristbands
- Share any information about transportation, meals and lodging that is applicable