|  |
| --- |
| This information is provided for organizations whose leadership is contemplating training at their site for the purpose of establishing a SOZO ministry or need additional training for an existing ministry.If the travel time is over 4 hours, there will be the need to purchase airplane tickets for two team members. The airplane tickets will be purchased for flying out of Dallas, TX. Housing is expected for the two team members and that requires one hotel room with two queen size beds. Meals will also be provided by the host church or organization.If the travel time is less than 4 hours, the team will travel by private cars. The church or organization is responsible for cost of transportation. This total will be sent to you in an invoice, upon our return.Travel days will be Wednesday, personal SOZO times will be Thursday and the training seminar will be all day Friday and Saturday. We can provide Sunday services. If we provide Sunday services, we will travel on Monday. If we do not provide Sunday services, we will travel on Saturday. If we are flying, Sunday is when we will leave. Our team can provide personal ministry for individuals who wish a SOZO appointment. Your SOZO team members and your leadership can sit in during these personal ministry sessions for the purpose of gaining experience.These SOZO personal sessions are recommended for those in leadership, those interested in leadership of the SOZO ministry or other individuals. There is a suggested donation of $75 per personal ministry session, which will be made out to Randy Hill Ministries directly.**Charging for the seminar**The training is $100 per person. we will bring the SOZO manuals with us. Three weeks prior to the training a final number of books that are needed, will need to be submitted via email to Anna Hill. The books are $25.00 a piece, a separate check will need to be written to Randy Hill Ministries for the number of manuals used. **TXOKSozo Hosting the event**We have another option available, where we can take care of all the finances, if that works best for you. You would provide a location, help promote the event as well as a love offering for the team. We will need a minimum of 25 people or we will postpone the event. If this sounds like the way your would like to do your event let us know and we can proceed that way.**Basic SOZO Training**As of January 2011 Bethel SOZO is asking that only certified teachers teach this training. **Honorarium or love offering should be given to the teachers of the seminar.*****Typical honorarium for a group of: 20 people - $1000, 30-40 people -$1500-$2000*****For questions or more information:****Anna Hill**txoksozo@gmail.comThis e-mail address is being protected from spambots. You need JavaScript enabled to view it 469-441-7322 |

**SOZO Conference Travel Details**

**Three Weeks Prior**

* Please submit a count to Anna at **txoksozo@gmail.com**. This count will be used to print the correct number of manuals. If you know of people that are planning on coming but have not yet registered please add them to your count.

**Personal SOZO’s Prior to Conference**

* You will need to have the applications sent to us at least 2 weeks prior to the event
* We will have an Admin person to run the organizational part of this day.
* We will need \_\_\_ rooms set up for SOZO’s
	+ To see how a SOZO room should be set up, see diagram at the end of this document.
	+ Rooms must be climate controlled
* Checks will need be made out to **RHM** for the Individual SOZO sessions
	+ If they pay prior, you will need to note that
		- The checks can be made out to us
		- Or, one check can be made to us from you guys for the full amount.

**Our team**

* Housing
	+ We will have minimum of 2 people traveling with us.
		- Hotel Rooms for
			* Randy Hill
			* Anna Hill
* Transportation
	+ If we will be driving to your city in one of our vehicles then transportation will not be needed.
	+ If we fly in, we ask that you provide transportation, to and from all meetings
	+ We ask that our team be to all meetings at least 30 minutes prior to the start of the meeting.
* Meals
	+ We ask that meals be provided for our team
* Water
	+ We drink A LOT of water during a conference.
		- We will need at least 2 cases of water (normal size).

**During the Conference**

* Technical
	+ We will need 2 microphones
		- It would be great if one of them was a headset
		- A wireless mic would be great, but we will work with what you have
	+ PowerPoint
		- We will have slides and will need someone to help set it up, we will run the presentation.
* Schedule
	+ We can adapt anyway necessary, as long as there is enough time to cover the material
	+ Normally this is our schedule:

9:00-10:30 - Session

10:30-10:45 - Break

10:45-12:00 - Session

12:00-1:30 - Lunch

1:30-2:45 - Session

2:45-3:00 - Break

3:00-5:00 - Session

* Book Table
	+ We will need a table to set up product.
	+ Access to the internet

\*All checks need to be made out to Randy Hill Ministries.

\*RHM is the ministry of Randy Hill, Regional Facilitator for the International Bethel Sozo Organization