

Your Upcoming Event with Renee Swope

As we plan together for your upcoming event with Renee, we wanted to share a summary of answers to questions we are most often asked by our event leaders. **After you read over the entire summary, let us know if you have any additional questions.** This document includes details about Renee's

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Promotion Materials

Renee has several pictures and graphics available on her website. You can find them at the links below:

- To view and download Renee's photos, Event Bio, book cover or P31 logo, visit:
<http://reneeswope.com/for-event-leaders/>
- To watch {and download} Renee's book trailer for *A Confident Heart* visit:
<http://reneeswope.com/videos/chtrailer>

We would love to review your promotional materials for final review before they go to print or are distributed. This way we can make sure you have the most up to date information on Renee, since things are always changing. Once printed or posted, please send us copies and / or links so we can be kept in the loop and link over to your promotions as well. Please send to events@reneeswope.com.

Media – Audio/Video Needs

- Instead of a podium, Renee needs an elevated bar-top table on the stage where she can lay her Bible, notes, water, etc.
- Please provide a clear drinking glass and bottled water on table (room temp).
- Renee prefers a single-sided over-ear mic {or lapel mic}.
- Renee's media (power point, video clips, pictures) will be emailed to you 1-2 weeks before your event. This allows Renee time to make changes as your event gets near – as the Lord leads, but also allows enough time for your media team to load it.
- Please send us the contact information (name, email address, phone number) for your sound and media person so we can forward items directly to them. We will also copy the event leader so that everyone is in the loop.

Pre-Event Walk Through

To make sure everything runs smoothly during the event, Renee requests a pre-event walk-through the evening before your event, unless access to the facility isn't available. During this time:

- Renee would like to pray with your event team
- Renee would like to meet with your audio/video technician to review ppts and videos – as well as the event coordinator and worship team (or special worship guest) to walk through the event schedule. This is also an ideal time for a mic / lighting check.
- Renee's assistant would like to meet with and train resource table volunteers the night before as well {if possible}.

Volunteers

We will need 2-3 volunteers to help at our resource table.☺ If your attendance exceeds 300, we will need one more volunteer per additional one hundred attendees.

- We would love one person to serve as the leader of your volunteer resource team. We can send her instructions for the book table set up, and descriptions of resources ahead of time to make it easy and fun to serve during the event.
- We'd like to have a training time with volunteers the night before your event, if possible. Please allow 15-20mins.
- We will need the volunteers to help with table setup, selling of resources during the event, and tear down after the event.

Resources and Resource Table

Renee's resources (books, CDs, DVDs), as well as additional P31 resources, will be shipped via UPS and arrive 1-2 days before your event.

- We will need (2) covered 6-8 ft. tables placed near the main area where Renee will be speaking. If possible, we would like to be near an outlet or have access for charging of iPads or credit card machines.
- We would love to have 2 extra tablecloths for covering tables during sessions & overnight
- We will provide display banner, iPads / credit card machine, petty cash, receipt booklets, pens and calculators.

Meet & Greet Table

Renee loves to talk with the women, sign books and pray with attendees as time allows. Therefore, we'd love to have a "meet & greet" table right next to our resource tables.

- Renee will need a bar-top table and a tall chair next so she can talk with women eye-to-eye. ☺
- Kleenex, a sharpie marker for signing books and a bottle of water is also really helpful.
- Meet & Greet times are usually after each session, but we can finalize that during our conference planning call.

Flights

We've found the best time to book flights is approximately 3-4 weeks in advance of event date.

- Renee's assistant will book the flights {so we can select times that work best with Renee's family} and send you an invoice for reimbursement.
- Please let us know the closest airport and distance/time we need to allow to arrive at the church or hotel.
- We will book non-stop flights (especially on the way to event), to ensure arrival with no flight delays or cancellations of connecting flights.
- Once the flights are booked, will send a flight itinerary and reimbursement request due within 10 days of invoice.

Ground Transportation

Arrangements for ground transportation vary with each event.

- When we have our conference call 4-5 weeks before your event, will let you know whether we prefer a rental car or someone from the church picking up Renee and her event assistant.
- If someone from the church will be picking up Renee and her assistant, a female representative must be present at all times during transfers from airport-hotel-event location.
- If someone is picking us up, we'd love to have bottled water in the car at the airport.

Hotel Reservations

- We will book the hotel rooms and send you an invoice for reimbursement.
- On the day of Renee's arrival, we would love to have someone from the event check-in early. We have found if the room is checked in ahead of time it assures availability. Also, if someone on the team can drop off bottled water and light snacks for each room that would be so helpful! 😊

A Few of Renee's Favorite Things: {Green Room & Hotel Room Snacks}

Oftentimes our event teams will ask what Renee and her assistant likes to have to eat. *Please don't feel like you need to provide a lot, especially if Renee is only speaking for one session.* Just a little to snack at the hotel and in-between sessions is great!

Here are a few of Renee's favorite things:

- Un-sweet iced tea w/ sliced lemons
- Truvia sweetener packets
- Bottled water
- Dark chocolates
- Pistachio nuts
- Strawberries & Blueberries

Communicating About Your Event

As your event draws near, we'd love to schedule a conference call with you to go over final details {usually 4 weeks prior to your event.} If there is anything you need before then, please email events@ReneeSwope.com.