

What is the evening about?

The aim of the evening is to bring people together over tea and coffee to share the vision for the upcoming Australia & PNG Ship Tour and invite them to become involved.

The evening would be brief, say 7.00pm – 8.30 pm and would centre around a short presentation that the Local City Coordinator or visiting YWAM representative would give about the upcoming Australian & PNG Ship Tour.

What would the host have to do?

- Think of 12 – 15 people, anyone who might be interested in hearing a presentation about the Australian & PNG Ship Tour.
- Two weeks before the coffee evening, send out invitations in the mail (see example). Research a good time and date.
- Two days later, phone each person to encourage interest and ascertain numbers attending.

On the Night

Host will provide:

- Tea, coffee, two packets of biscuits and 12-15 pens.
- TV and DVD player available for a short promotional video.

City Coordinator or visiting YWAM representative will provide:

- DVD
- Printed materials on medical Ship Tour.
- Opportunity Cards

Will the hosts friends be put on the spot financially?

No! The evening is about inviting and building relationships for people to be involved with the medical Ship Tour. During the night opportunities and the budget will be given in a relaxed and interesting way for everyone. People can give financially on the night but the desire is that they will go away with a broader perspective about the medical Ship Tour and how they can be involved. There will be no guilt or pressure placed on people.

A Note for the Host

- As the host, your role is critical to the evening. Your role will largely be to make everyone feel welcome and comfortable, and to link the City Coordinator or visiting YWAM representative with this group.
- It's best to invite people into your home or into an environment that feels comfortable and welcoming.
- Minimise any distractions and discomforts such as noise levels, too cold, too hot etc.
- Read through the material on the Australian & PNG Ship Tour.
- Make sure your TV and DVD are working OK. If you don't have one let the Local City Coordinator or visiting YWAM representative know beforehand.
- If you have any questions or concerns don't hesitate to ask.

Suggested format for the evening

7.00 pm

Serve tea and coffee; host welcomes and introduces people as they arrive etc...

7.30 pm

The host will formally introduce the City Coordinator or visiting YWAM representative and say a few words about the medical Ship Tour and the opportunities to be involved.

7.40pm

City Coordinator or visiting YWAM representative will explain in more detail, show a short video and give out printed material on medical Ship Tour and guide people through the information. A time of questions and discussion.

Then "Opportunity Cards" and pens would be given out, giving people a few minutes to read. The Local City Coordinator or visiting YWAM representative would also guide people through the "Opportunity Card" asking people to fill them in.

Those who wish to take the "Opportunity Card" home will be given a self-addressed envelope.

8.20 pm

Mingle, more tea/coffee, time for personal questions and discussion.

8:25pm

The host would collect the "Opportunity Cards" and pass them onto the Local City Coordinator or visiting YWAM representative.

8:30 pm

The host would thank all who attended and conclude the evening.

Sample Invitation

Dear John and Mary,

G'day! I'd like to invite you to an exciting information evening about the upcoming YWAM Australia & PNG Ship Tour. It will be an informal evening over tea and coffee.

During the night stories and opportunities will be shared along with the medical Ship Tour budget in a relaxed and interesting way for everyone. People can give financially on the night but the desire is that they will go away with a broader perspective about the medical Ship Tour and how they can be involved. There will be no guilt or pressure placed on people.

One simple thing you can bring is an old pair of spectacles to donate for PNG.

We'll be getting together onDATE....TIME...PLACE... to hear from (*speaker's name*) over a cuppa.

I'll be calling you in a couple of days for your RSVP.

Regards

(your name)

PS. I really believe in what the medical Ship Tour is doing. I hope you can make it!