

AMC Responsibility

1. AMC will create schedule and keep the event flowing.
2. AMC will promote event on social media, mass emails, and flyers.
3. AMC will take care of registration.
4. AMC will take care of ordering materials, distributing materials, door knocking teams, and door knocking areas (with input from local church).
5. AMC will get hotel group rates for team members.
6. AMC will send out AMC dress code.

Host Congregation Responsibility

1. Local congregation will help serve and coordinate lunch each day (AMC will raise money for the expenses). The only meal the Local Congregation is responsible for providing is Sunday lunch.
2. Local congregation will determine if there will be childcare during the event and be responsible for coordinating it.
3. Local congregation will live stream the lessons on Facebook and YouTube.
4. Local congregation will be responsible for promoting AMC dress code to the local congregation.
5. Local congregation is responsible for promoting to the local congregation to encourage members to attend.
6. Local congregation is responsible for Rob's expenses.
7. Local congregation is responsible for cleaning, security, and opening and closing building each day.
8. Local congregation will provide a room for Austin and Rob to meet and put supplies.
9. Local congregation will allow access to copier if any copies need to be made for AMC.