



### **Pre-Presentation**

1. Set Date, Time, and Location for presentation.
2. Promo– The Brand guide, media, and logo files are found in the RNR Facilitator Portal. If you need assistance creating promo material, please contact us. This promo can be put on your social media pages and printed for flyer distribution. If you create it, please send us a copy so we can post it on the National Ready Now Recovery Social Media pages.
3. Who to invite- attached is a sample invitation letter that can be emailed.
  - a. Church members
  - b. Other churches
  - c. Medical community
  - d. Police dept.
  - e. County Clerk/Sheriff
  - f. Other non-profits.
4. Presentation needs
  - a. media/video capabilities- we will use a PowerPoint presentation.

### **Day of Presentation**

1. We will arrive at the church an hour prior to set up.
2. We will need a table in the foyer.
3. Refreshments- optional
4. Attendance- We will provide a physical sign-in sheet and a QR code sign-in for people who have smartphone capabilities.
5. Agenda for the presentation
  - a. Pastor Greeting
  - b. Pastor opens with prayer
  - c. Pastor makes the introduction of presenters (Oakes)
  - d. Presenter - Oakes greeting
  - e. Presentation- Approx. 30 minutes
  - f. Q&A – have someone who can pass a microphone
  - g. Close in prayer

### **Post Presentation**

1. RNR will send out thank you emails to attendees, including directions to begin facilitator training.
2. Within two weeks, RNR will meet with the host church to discuss outcomes from the presentation and set a date to launch groups in the community.

Please contact us if you have any questions.