



VisionCast Workshop Preparation Guide

For two-day event (keep this checklist for your use)

Please complete the items below to enable your church to gain the maximum benefit from the planning process. Your consultant will make his own travel arrangements.

Before the visit:

- Mail a \$500 non-refundable initial payment to: Gary Nicholson, 5006 Lewisdale Ct, Nashville, TN 37211.
- Complete and send floor plans of existing building(s), an up-to-date site survey, and the Church Ministry Profile, at least two weeks before the consultation. (see Church Ministry Profile for details) email to: gary@churcharch.com , or ship to the address above.
- Secure a video projector for use during each of the evening meetings (if video projector is not available, contact consultant for further options).
- Call meetings for the entire planning team, staff, and key leaders to be present for 7:00-9:00 PM both evenings during the consultation.

Day of the Visit:

- Set up a room with the video projector, extension cord, projection surface, and enough chairs for the attendees at the evening meetings.
- Arrange for a room with a table, good lighting and an electrical outlet where the consultant can work uninterrupted and have access to wifi (if available) and a copy machine until 7:00PM.
- Have someone meet the consultant at the church to give him a tour of the facilities at 3:00 PM.

Proposed Consultation Schedule for your church:

Agenda: TBD

Day One:

3:00 PM Consultant arrives – begin tour of existing facilities/property

5:00 PM Break - Consultant will use this time to prepare for evening meeting

7:00 PM Kick-off Workshop with Committee or Ministry Team for intro and discussions

9:00 PM Dismiss for the evening

Day Two:

9:00 AM Consultant works at the church developing design(s), recommendations, and illustrations

6:30 PM Set up for meeting, run copies of handouts for attendees (copy machine required)

7:00 PM Consultant presents design concepts and renderings for master plan and building design

9:00 PM Dismiss

Follow Up:

The consultant will provide a copy of his PowerPoint presentation illustrating foundational principles, building design, and budget parameters for the project at no additional cost to the church.

If authorized by the church, consultant may follow-up by developing the plans in greater detail, incorporating changes requested by the committee, full-color perspective rendering(s), a 3-D model, and/or complete working drawings for the project for an additional fee which can be quoted after the consultation.