



FIRE CONFERENCE HOSTING PROTOCOL

Conference Hosting Requirements:

- Churches desiring to host a FIRE Regional or National conference must contact Pastor Jerry Marcellino to secure approval from the FIRE National Executive Board (NEB).
- Possible guest speakers and conference themes for any FIRE conference must also be approved by the same process cited above.
- Approved host churches for a FIRE conference, especially those hosting a regional conference, should consider waiving the speaker(s) registration fee(s). Other compensation for the speaker(s) - including travel, lodging, and any honorarium, should also be considered. These expenses *may be* recouped through conference registration fees, the host church's budget, and/or from other FIRE Churches in that area.

Standard Promotion for Regional Conferences:

- Brochure: The nature and composition of a conference brochure shall be determined by the host church in cooperation with Pastor Jerry Marcellino to secure approval from the NEB.
- Regional distribution of flyers:
 - 1 Post Card announcement shall be distributed regionally at least three months prior to the conference.
 - 1 Brochure shall be distributed regionally at least two months prior to the conference.
 - 1 Post Card reminder shall be distributed regionally at least two weeks prior to the conference.
 - At least 3 National e-mail distributions shall be sent from our webmaster.
- The pdf file of the conference brochure shall be posted on the FIRE website at least two months prior to the conference.
- Audubon Drive Bible Church of Laurel, Mississippi shall process all FIRE conference mailings and their standard fees for labor and postage (Bulk Rate) are:
 - \$50 labor plus postage for each Post Card mailing
 - \$100 labor plus postage per brochure mailing

Costs for Registration:

- Expenses required to host the conference may be offset by a registration fee to be determined by the host church.
- Typical conference expenses to be considered include brochure production, promotion expenses, food, and any costs related to the guest speaker(s).