

Taste of Hope | Jerusalem School of Bethlehem

City Host Orientation

Project Mission Statement.

Many children in Bethlehem are underserved and have limited access to education. The Jerusalem School Bethlehem is meeting this need with excellence, but they are out of space and need a new building to sustain growth for future generations.

I. The City Host Hub

Your hub for the City Host resources and information.

- Access the Master Registration List
- Invitation text: Copy and paste to send to your contacts
<https://buildersintl.org/cityhost-bethlehem>

II. The City Host Role

1. Networking and Invitations

- Invite your friends and anyone you feel may have an interest in the project and ministry via the following link: <https://buildersintl.org/tohjbs>
- Try to bring a minimum of 7 to 8 couples
- The maximum number of guests your venue can accommodate is found on the second tab called "Registration Scoreboard" of the Master Registration List:
<https://docs.google.com/spreadsheets/d/13iVjdYSgEN5KOKPYP1yyy-MXwZszyl8-o0WhQ8dTFi4/edit#gid=1411567590>

2. Hosting

- Participate in an event test run the week before to work out any technical issues and the event agenda and flow. This can be done from your home. (Thursday, April 4 at 6 PM CST)

- Arrive early to the restaurant to set up tech and connect with venue staff to confirm the Venue Instructions they have been sent. (5 PM)
- Welcome guests as they arrive on the day of the event at the venue.
- Hand out response cards, collect them, and then text Jonathan Hukill at 417-522-5290.

3. Technical

- We will send you a webcam, USB cable, and technical instructions.
- You will bring your computer and the necessary adapter to connect to an HDMI cable which is provided by the venue.

III. City Host and Co-Host

- We have found that two City Hosts help build momentum and get each venue full.
- Each city will have a Lead Host, and work in coordination with the co-hosts inviting and hosting.
- The Lead Host will serve as the Emcee., and close after the web-presentation.

IV. Event Plan

- City Host Event Plan: We will send this to you which has the event agenda and instructions.
- Venue Instructions: We will also send to each venue a similar set of instructions for the meal plan.

V. Dry Run Date – Thursday, April 4 at 6 PM (CST)

This will be an event dry run, to test the tech set up. You will not need to be at the venue. You will be notified when this is scheduled.

All Need to Know Dates

- Dry Run – Thursday, April 4 at 6 PM (CST)
- Builders Invitations – Tuesday, March 19
- Event Date – Tuesday, April 9 at 6:30 PM (True to Your Time Zone)