



We're looking forward to meeting you! Thank you for your interest in having HOPE Unlimited serve your organization. We specialize in being professional yet down-to-earth. Therefore, we want to make this sheet as simple and informative as possible. This two-page document should provide you the basics to start planning an event with us!

Did you know that it's possible have us be part of your event without your organization paying out extra money over your registration fee income? Read on!

HOPE offers a variety of services, and each organization's needs are unique. Therefore, we provide a *cafeteria-style* approach to serving our clients. You choose what activities you want, and we put it together in an appealing and effective way, working closely with you to accomplish a visit that is **H**elpful, **O**riginal, **P**ractical and **E**ncouraging. We can help you with anything from an evening dinner event, to a retreat, to a workday workshop/staff consultation and more!

WHAT WE OFFER For ease of discussion, each service/seminar we offer is called a "session."

***Time Management, Jesus' Way** – a look at Jesus' philosophy of time management and how that can inspire us today

***Shining Your Light – Understanding and Celebrating Unique Personalities** – Based on Matthew 5:16, we take a fun look at the four personality types, strategies for getting along, and how we each reflect God uniquely.

***Staying Out of Money Trouble** – foundations for proper management of personal money and sharing of part of our story of near-bankruptcy

***Self Care as an Act of Worship** – exploring the importance of taking care of oneself physically, mentally, emotionally and spiritually as an act of worship.

Mouth PEACE – using our "instrument" to make and keep peace and avoid pitfalls

Handling People, Handling Time – tips for behaving gracefully while still getting your work done.

We Interrupt this Work Day – Developing a new attitude about interruptions and how to manage them.

David's Top 10 – No, not Letterman's ideas, but David's charge to Solomon as he began work on the temple—a pep talk for all who serve the Lord.

Financial Peace at Work – as certified trainers of this program, we can offer it in a variety of formats. Initial plans must be set up directly with the Lampo Group. (1-800-22-PEACE) Ask for their FPU Workplace department and request that Keith and/or Beth Beutler be the teachers.

***These four can be particularly effective for a retreat format such as "MOOT Points? NO! Dealing Biblically with Everyday Challenges – Money, Others, Ourselves and Time.**

****Office Management Review** – Beth Beutler has over 20 years experience in non-profit and church office administration and is Editor of PROfile for Ministry Office Professionals. She can meet with your staff, make observations and provide suggestions for administrative and interpersonal improvements.

****Team Time** – We can provide a fun and interactive session using games and other techniques to build relationships in a group. We can also work in a series of activities and discussion questions to cooperate with other sessions selected.

****Get to Know Me!** – HOPE has access to one of the most effective and reliable online personality assessment tools available. This 20 minute online assessment provides a detailed report with charts on the makeup and behavioral tendencies of an individual. This tool is very helpful in the hiring process as well as for improving interpersonal and work relationships. \$75 per assessment. Bulk discounts available for groups of 10 or more.

****Get to Know Me Facilitation-** Individual or group discussions with those who have taken the online assessment to aid in further understanding and "Where do I go from here?" Up to 5 individual meetings or one group meeting is considered a session.

****These can be a great combination for a staff retreat.**

BONUS! Personal Financial Guidance: A confidential 30-minute review and pointers about personal finances and assistance with budget planning and debt-reduction goals. We are willing to meet with individuals (i.e. employees) about this while on-site. Wouldn't this be a great bonus gift to them? We accept a love offering on behalf of each employee for this service, or the organization can add an offering amount to our regular fees in the final check.

WHAT WE CHARGE

Every event is unique and we consider each invitation prayerfully. Sponsors need to understand that when a speaker comes to their event, the work involved represents more than just the day they present. Often, several days are involved in preparing, traveling, and leaving behind other daily details of running a home and business. I've estimated that a one or two day event out of state can be equivalent to about 30-40 hours of work/lost time in the office. Thus, we have arranged our fees to take all that into consideration.

The following is a general *guideline* of what you could expect to pay for our services (unless otherwise noted above.) **All travel and expenses are included in the following fee schedule. We take care of our own travel costs/needs.** Remember that these are estimates for planning purposes. Reductions can be negotiated if some needs are already provided such as community meals or a block of rooms for guest speakers at the hosting hotel. **We also understand that some established conferences have pre-determined honorariums. Please contact us with your specific details.**

In the chart below, we provide our fee information, including a "registrants" column to show you how many participants at \$25 each it would take to "break even" in covering our fee. For many events, \$25 is actually lower than what each attendee would pay (or what you would pay for private consultations.) This is intentional because we know that you also have to cover costs of handouts, meals, advertising, etc. for each participant. Do you see how you could hire us and even have your organization make money by charging a strategic amount? **The most our fees would require (for a 4-session event) would be 58 participants (and that's in the farthest zone of travel!) Likely, you will charge more, or bring in more participants, so you can easily cover other expenses or even make a profit if you plan wisely.**

Unless otherwise noted in above descriptions, this chart is what we will use in planning your event.

Number of Sessions	Zone A Up to 100 miles from GSP (Greenville-Spartanburg, SC airport)	Participants	Zone B 100-300 miles from GSP (Greenville-Spartanburg, SC airport)	Participants	Zone C 300 or more miles from GSP (Greenville-Spartanburg, SC airport)	Participants
1	\$400	16	\$800 <i>(Note: same as two sessions—this is our minimum fee for this zone.)</i>	32	\$950 <i>(Note: same as two sessions—this is our minimum fee for this zone.)</i>	38
2	\$650	26	\$800	32	\$950	38
3	\$900	36	\$1050	42	\$1200	48
4	\$1150	46	\$1300	52	\$1450	58
For additional sessions add:	\$250 each		\$250 each		\$250 each	
For Personal Financial Guidance sessions, add:	Love offering		Love offering		Love offering	

WHAT ELSE YOU NEED TO KNOW (General practices for all events.)

- In appreciation of you hiring us, HOPE is willing to meet with sponsor and if applicable, planning committee for a free one-hour consultation/Q&A on any subject HOPE covers (i.e. time management tips, financial tips, self-care encouragement, facilitated event debriefing, etc.) This should be arranged as a specific appointment during the booking process.
- Sponsor allows HOPE Unlimited to make resources available to the participants. HOPE Unlimited takes care of sales tax filing.
- HOPE will provide appropriate handouts in a PDF format in enough time for the sponsor to make adequate copies for participants. These copies should be waiting at the venue upon arrival.
- HOPE is willing to provide wholesale/discount pricing on products if purchased for all participants (i.e. for one seminar, a corporate sponsor provided a copy of Beth's book to each participant.)
- HOPE brings their own visual aids and does not require a projector or screen.
- Sponsor should be prepared to provide microphone (wireless preferred) if the venue or number of participants merits it.
- Sponsor understands that HOPE is a family business, and as much as possible, we travel as a family of three. We make this decision on a case-by-case basis and our fees remain the same whether one, two, or three come to your event. However, if more than one of us is there, we will all participate in the event to some degree (i.e. assistance with seminars, interaction with participants, running of our resource table.) Therefore, it is assumed that if the event includes a meal or meals, or we are invited to a pre/post event meal for the organizers/committee, or the above-mentioned free consultation is over a meal, our meals would be covered by the sponsor.

WHAT TO DO NEXT

Please contact us directly by email (Beth@hopeunlimitedforyou.com) or phone (864.862.5066) to discuss your unique needs! This is a no-obligation conversation. If you decide to book us, you will need to submit an agreement form with 1/3 of the agreed-upon fee. An additional 1/3 will be due one month before the event, with final payment due at the event. We will be happy to prepare invoices for you if that would make your bookkeeping easier. **THANK YOU!**