



Hosting Guidelines

Discovering Relational Wisdom Seminar

1. Overview

Discovering RW is a live, one-day seminar designed to provide an introduction to relational wisdom. It is interactive, involving teaching, viewing and analysis of video clips from acclaimed Hollywood films, question and answer sessions, group discussion, and personal application exercises.

To promote ongoing relational transformation, we send students out of the classroom with a detailed *Study Guide* and a *Personal RW Action Plan* that includes practical homework and ongoing exercises that will encourage them to continue learning and applying relational wisdom in their daily lives.

To further stimulate meaningful growth, students will have the option of participating in free seven-week *RW Personal Study Course* (which can also be used for a small group study) that will enable them to dig deeper into God's Word and receive mutual encouragement as they continue to learn and grow in relational wisdom.

We offer two possible schedules for the *Discovering RW* seminar: (Option 1) seminar is taught in a single day, such as Saturday from 9 a.m. to 3:30 p.m., with morning and afternoon breaks, and sixty minutes for lunch; or (Option 2) seminar is taught on an evening and morning, such as Friday from 7 p.m. to 9 p.m. and Saturday from 9 a.m. to 12:30 p.m.

To learn more about relational wisdom itself, please visit www.rw360.org. You may review a sample [Study Guide](#) for the seminar and review some of the [movie clips](#) used in the seminar by visiting the [Training](#) section on our web site.

2. Speakers

Because of the growing interest in this seminar, Ken Sande is able to accept only a limited number of the invitations we receive and generally focuses his time on larger events (300+). Other events are taught by one of our Certified Relational Wisdom Instructors.

3. Break and Lunch Arrangements

Seminar hosts usually take responsibility for the coordination and costs of all coffee breaks, but this is negotiable for large events.

If lunch is needed, hosts typically choose from one of the following lunch arrangements.

- A. Host a lunch on site that is prepared by church volunteers (host may charge a per person fee or ask for donations to defray part of this expense)
- B. Arrange for a caterer to bring in box lunches (host may charge a per person fee or ask for donations to defray part of this expense)
- C. Send attendees off-site to nearby restaurants (provided they are close enough to allow attendees to eat and return within sixty minutes).

4. Advertising and Promotion

To assist hosts in their efforts to advertise and promote the seminar, Relational Wisdom 360 will provide templates for posters, bulletin inserts, web pages, public service announcements, and letters to neighboring churches.

5. Financial Responsibility

We generally charge a \$25 per person fee to attend a seminar, but we also provide partial or full [scholarships](#) for individuals with limited finances. These fees are used to cover direct costs (travel, lodging, meals, and study guides costs, which typically total \$1,400 for a 200-person event) and compensation for instructor time.

Our independent Certified Relational Wisdom Instructors are free to negotiate the compensation for their instruction time, which will vary depending on their experience and availability, and on how much travel and time away from home is involved.

When an event is taught by Ken Sande, the host will *not* be expected to cover any expenses beyond the costs of coffee breaks and lunch if registration fees *exceed* \$5,000 (200 paying attendees).

If registration fees are *less* than \$5,000, we ask the host to underwrite a portion of the expenses on a *pro-rata* basis. The formulas for calculating the host contribution and net amount to RW360 are:

$$\text{Host Contribution} = (\$5,000 - \text{fees}) / 2 + \text{Direct Costs} \times (1 - \text{fees} / 5,000)$$

$$\text{Net Amount to RW360} = \text{Fees} + \text{Host Contribution} - \text{Direct Costs}$$

(See chart of sample payments on following page)

Attendees	Fees	Host Contribution	Net to RW360 after direct costs
50	\$1,250	\$2,925	\$2,775
100	\$2,500	\$1,950	\$3,050
150	\$3,750	\$975	\$3,325
200	\$5,000	0	\$3,600
Calculations based on direct costs estimate of \$1,400			

If fees for the *Discovering RW* seminar exceed \$5,000, RW360 will cover all seminar expenses (except the costs of lunch and breaks, unless otherwise agreed*) and retain all registration income. (*Most hosts cover the costs of coffee breaks apart from the fees paid by attendees. However, if a host considers this cost to be prohibitive, it can be covered in part or entirely by RW360 as part of the direct costs of the seminar.)

If a seminar is hosted by a *business or nonprofit organization*, the fee paid by the host will be discussed in advance.

Registration for a seminar may be done through RW360's web site or through the seminar host, depending on the preference of the host.

These financial arrangements are open to negotiation, so please contact our office if you have questions or suggested changes.

If you would like to explore the possibility of hosting a seminar, please complete the [Speaking Request Form](#) on our website. A member of our staff will contact you to answer your questions and, if you desire, provide you with names of Certified Relational Wisdom Instructors who could serve your church or organization.