



## CHECKLIST TO PREPARE FOR A D-LIFE BOOT CAMP

Use this **D-Life Boot Camp Checklist** to prepare for a great training experience. All of your leadership training resources can be found on your church's D-Life Online Administrator's Site under "My Account" and "Leadership Resources."

### **Promotion Materials for Your Boot Camp** (see "Leadership Resources")

- DOC | D-Life Overview Sheet** – Download the sheet and input your info to use leading up to your boot camp.
- DOC | D-Life Bulletin Insert** – Download the insert and input your info to use leading up to your boot camp.
- VID | D-Life Promo Video** – Download the promo video to show in your services and on social media.

### **Training Materials for Your Boot Camp** (see "Leadership Resources")

- PDF | D-Life Training Notebook** – Print the D-Life Training Notebook material to put in a binder for all attendees.
- PDF | D-Life Commitment Card** – Print a Commit Card for all attendees and put it in their training notebooks.
- PDF | D-Life Start Up Guide** – Print the D-Life Start Up Guide for all attendees and put it in their training notebooks.
- PPT | D-Life PowerPoint** – Download and set up the PPT presentation and provide a remote clicker for the trainer.
- PDF | D-Life Leader Notebook** – Print a D-Life Leader Notebook (without blanks) for the pastor only [**OPTIONAL**].

### **Sermon Materials** (see "Leadership Resources" / use only when applicable for a Sunday afternoon boot camp)

- PDF | Sermon Outline** – Print the Sermon Outline for the Pastor only.  
–The Pastor will use this Sermon Outline and "Session 1" of D-Life Leader Notebook (above) to prepare the sermon.
- PDF | Sermon Guide** – Print the Sermon Guide for everyone attending the morning worship service(s).
- PPT | Sermon PowerPoint** – Download and use this PowerPoint for the Sunday morning sermon only.

### **Food and Snack Preparation for Your Boot Camp**

- Provide a Light Breakfast (OR) Dinner** (see boot camp agendas below)  
–For a morning boot camp, prepare a light breakfast, coffee, and juice as people arrive prior to the training.  
Sausage biscuits, donuts, and fruit work well for this. Quick availability is essential.  
–For an afternoon boot camp, prepare a light box dinner, cookie, and can drinks for people during the training.  
Sandwich boxes or pizza work well for this. Quick availability is essential.
- Provide Nice Snacks and Drinks** (see boot camp agendas below)  
–For a morning boot camp, prepare nice snacks and drinks for people at the midpoint of the training.  
–For an afternoon boot camp, prepare nice snacks and drinks for people as they arrive prior to the training.

### **Room Set Up and Enlisting Storytellers for your Boot Camp**

- Set up Tables and Chairs** – Set up tables in conference style with chairs facing the trainer.
- Set up Additional Tables** – Set up tables for food/snacks and a table for the display of D-Life resources.
- Set up Chairs for Model D-Groups** – Set up five chairs across the front for modeling a D-Group.
- Set up Sound and Mics** – Set up sound with lapel/headset for trainer and additional mics for modeling a D-Group.
- Enlist Storytellers** – Enlist a male to **briefly** tell the Bible story in Matthew 4:18-25 and a female for Titus 2:1-8.

### **Prepare Checks for your Boot Camp Trainer**

- Prepare Honorarium Check** – An honorarium in the range of \$500 is recommend by our D-Life publisher (Iron Stream Media) for the four hours of training.
- Prepare Expenses Check** – For tax purposes, please prepare a separate check for the trainer's expenses including roundtrip mileage reimbursement (IRS rate) or costs for airfare. If overnight stay is required, include a \$220 per diem for each night's lodging to cover hotel costs, parking fees, travel meals, and etc.

### **D-Life Boot Camp Agenda for a Saturday Morning | 8:30 AM – 12:30 PM** (Option 2: 9:00 AM – 1:00 PM | for later start)

- 08:00 - 08:30 | Arrival and Materials Distribution (Prepare a light breakfast, coffee, and juice)
- 08:30 - 10:00 | D-Life Training Sessions 1-3
- 10:00 - 11:00 | Snack Break/Model D-Group Meetings (Prepare nice snacks, coffee, and soft drinks)
- 11:00 - 12:30 | D-Life Training Sessions 4-7

### **D-Life Boot Camp Agenda for a Sunday Afternoon | 3:30 – 7:30 PM** (Option 2: 4:00 – 7:30 PM | w/ AM D-Life Sermon)

- 3:00 - 3:30 | Arrival and Materials Distribution (Prepare nice afternoon snacks, coffee, and soft drinks)
- 3:30 - 5:00 | D-Life Training Sessions 1-3
- 5:00 - 6:00 | Dinner Break/Model D-Group Meetings (Prepare sandwich boxes or pizza and soft drinks)
- 6:00 - 7:30 | D-Life Training Sessions 4-7

**To end on time, it is important to begin on time.** Encourage everyone to arrive 30 minutes early for morning breakfast (OR) afternoon snacks and material distribution. Plan to introduce your trainer and pray 5 minutes before start time.