

FINISHERS FORUM HOST HOUSING GUIDELINES

For HOST HOME COORDINATOR

- Obtain names/email addresses of potential host homes and guests that are requesting host homes.
- One month prior to the forum, send the following email to guests that have requested a host home.

SUBJECT: Host Home Requirements

Dear [NAME OF GUEST],

Please complete the attached **Host Housing Questionnaire** and return to me. Please let me know if you have any special needs that we can accommodate.

Serving Him...Serving You,

[name]

Host Home Coordinator

- Send the following email to potential Host families

SUBJECT: Host Home Questionnaire

Dear [NAME OF HOST],

Please complete the attached **Host Housing Questionnaire** and return to me. Please let me know if you have any questions.

Serving Him...Serving You,

Host Home Coordinator

After receiving answers to the Questionnaires and assigning Guests to Host Families, send an email to both the Host Family and the Guest(s) staying there with the completed Questionnaires either attached or added in the message. The Questionnaires should have answers from both the Host Family and the Guest.

SUBJECT: Host/Guest Notification for Finishers Forum

Greetings,

It is our pleasure to provide the following (or attached) information for your host/guest stay for the Finishers Forum being hosted by [church name, address and phone number].

[web address] is the website for [host church].

[Appropriate link] provides a map and locator with driving directions to [host church].

[www.finishers.org/name_of_forum] provides the forum schedule, information about speakers, workshops, and exhibitors.

HOST FAMILY: First & Spouse Last Name, email address, home phone number

GUESTS: First & last name, email address, cell phone number

Included at the end of this message are copies of both the Host Home Questionnaire and the Guest Questionnaire that each of you completed. As we indicated earlier, these questionnaires are being shared to facilitate your connection. (As a friendly reminder, when the conference is over, please dispose of this personal information in a sensitive manner).

Hosts and Guests, kindly establish contact with each other one week prior to work out the hospitality details of your time together.

We look forward to the conference and thank each of you for your important part in contributing to its success!

Please verify receipt of this email to [email address of Host Home Coordinator] and let me know if I can assist in any way. Thank you.

Name
Host Home Coordinator
Phone Number

Please continue reading below till you come to "END". If you have any difficulty reading the questionnaires as sent from my computer to yours, please notify me and I will send it in another format.

INFORMATION FROM HOST COUPLE:

1. Personal Data
 - A. Name (Mr, Mrs, Miss, Rev, Dr)
 - B. Email address for contact:
 - C. Cell Phone number
 - D. Names and ages of children in your home:
 - E. Mailing address (including zip code)
 - F. Nearest cross street
 - G. Distance from your home to host church:
 - H. Name of your home church:
 - I. Home phone number:
 - J. Work phone number:
2. Which night(s) is your home available? (Due to flight schedules and administrative meetings, most guests need to stay 2-3 nights, a few may need only one night; some may require 4-5 nights).
3. How many rooms in your home are available to accommodate guests for sleeping?
4. How many beds and which types of beds are available in each room? Please be specific, i.e., room #1 two single beds, room #2 one queen)
5. May we place male(s), female(s), or a couple as your guest(s)? Our policy is that a single person may not stay with a single person of the opposite sex)
6. If need be, will your guest(s) have internet or computer access?
7. Is your home a smoke-free environment?
8. What pets do you have in your home?
9. Are there features of your home, needs of your family, or other information you want to report? Example: wheelchair ramp, private bath, guest room on second floor, etc.
10. Are you personally planning to attend the Finishers Forum?
11. Although it is not necessary, would you be willing to provide transportation for your guest(s): (Indicate yes or no) (a) to/from an airport? (b) to/from a church that has a shuttle to the conference? (c) to/from the conference itself?

INFORMATION FROM GUEST:

1. Personal Data
 - A. Name with title (Mr, Mrs, Ms, Miss, Rev, Dr)
 - B. Email Address for contact:
 - C. Cell Phone Number:
 - D. Home Phone Number:
 - E. Work Phone Number:
2. Which nights do you need accommodations?
3. Is someone traveling with you? If so, please indicate name and relationship (spouse, co-worker, etc)
4. Please indicate the desired bed arrangement for sleeping. Also, if you are traveling alone, is a single bed sufficient?
5. Will you need Internet or computer access at your host home?
6. Do you desire a smoke-free environment?
7. Do you have special needs or is there other information you want to report? (Allergies to pets, need for wheelchair ramp, guest room on first floor, etc.)
8. Will you need transportation to/from an airport? If so, indicate the airport, airline, flight number, date, and time for both arrival and departure.
9. Will you need transportation to/from your host home and the conference venue? If you need to arrive considerably earlier or stay considerably later than the scheduled conference times, please explain your specific need.

END

FOLLOW-UP EMAIL WITH GUESTS ONE WEEK PRIOR TO FORUM:

Subject: Guest Connection with Host Family?

Dear [Name],

Please send me a quick email to verify that you have connected with your host, [name of host], for the Finishers Forum, and that you are working out the details of your stay. Excellent hospitality support is our desire.

If there is any way I can assist, please email me.

Serving Him...Serving You,

[Name]

Host Home Coordinator