

“Back to Basics”

Getting Organized and Staying Organized

Back to Basics, is the updated “More Hours In My Day” seminar designed for women of all ages and all walks of life. Single moms, students, working women, home schooling and stay-at-home moms will all benefit from Sheri's message. The seminar offers practical helps on time-management and home organization based on the six essentials for time management and home organization, featuring the “Fast-Food Kitchen.” The seminar includes a simple Bible study for each of the six basics encouraging women to see that organization has a biblical basis. It is held over a three-hour period with a 15-30 minute refreshment break in the middle. The original seminar was designed by Bob & Emilie Barnes, founders of More Hours In My Day Ministries.

WHAT YOU DO

1. Provide an area for the class to be held; a church, social hall, community center or any type of comfortable facility.
2. A minimum of 100 paid registrations per class at \$15.00 each are required. For registrations over 150, the monies go back to the sponsoring group.
3. It is appreciated if you could make up a master list in alphabetical order so your registrar can quickly find their name and give out materials on the day or evening of the class.
4. Most groups will serve coffee and tea for the mid-break. Other food is optional.
5. If plane flight is necessary, the sponsoring group will reimburse expenses for transportation and lodging. Hotel/motel accommodations preferred and meals.
6. Provide three 6'-8' tables; one at the speakers area and three near the back or refreshment area for books and organizational material display. A lapel microphone is requested.

WHAT WE DO

1. Upon request an advertisement brochure will be printed for you with all important information and a registration form at the bottom which can be cut off and mailed to the registration chairwoman. This will be a white master for you to reproduce as needed.
2. Each sponsoring group receives an outline covering the seminar material. A white master will be provided for you to duplicate.
3. We provide additional materials and books for purchase at the seminar. These will be shipped via UPS or the post office 10 days

ahead of seminar date (for out of state seminars). **NOW YOU ARE
READY TO SCHEDULE A SEMINAR: Call or write to:**

Sheri Torelli; 2150 Whitestone Drive; Riverside, CA 92506 (951)
682-4714.

The enrollment fee is: \$15.00 per person.

Note: With a guarantee of 100 women, should you serve lunch, you may want to add to this amount. It is good to have several optional dates and also know if you would like a 9:00 a.m. OR a 6:30 - 9:30 p.m. class, held on a weekday or Saturday morning. Saturdays fill up fast, so it is good to think and plan ahead three to six months.

Sheri Torelli · More Hours In My Day

Founders: Bob & Emilie Barnes

2150 Whitestone Drive, Riverside, CA 92506 · (951) 682-4714

www.emiliebarnes.com · Email: sheri@emiliebarnes.com