

# Curriculum Ordering

## **\*VERY IMPORTANT:**

- **Please check with the Adult Ministry Area to make sure they do not have the curriculum you are needing in inventory or to see if it is available on Right Now Media for FREE!**

- **Please get with the Adult Ministries office as soon as you know what study you are wanting to teach, due to ordering. We like to avoid express shipping rates as much as possible.**

## **QUESTIONS TO ASK YOURSELF:**

1. What is the study that you are wanting to teach?
2. Is it going to require for you to need a Teacher's Guide/Kit if available?
3. Are you going to need DVD's to go with the study?
4. How many books are you going to need for participants?
5. When are you wanting to start (date) and end (date) the study?
6. Where are you wanting to hold the study?
7. Are you going to need any type of media, (DVD Player, HDMI Cord, etc) \*Are you going to need help setting this up?

**\*IMPORTANT: We ask that participants pay for their workbooks if the materials are \$5 or more.**

## **INFORMATION ONLY PERTAINING TO LIFEWAY RE-OCCURRING ORDERS FOR LIFEGROUPS:**

\*There are deadlines in which each re-occurring order is placed for each quarter therefore if you know that you will not be using this curriculum for a particular quarter, and will be teaching something different, please contact us in advance so we can cancel it. We do not like to waste money. 😊

\*Each re-occurring order is based on your attendance numbers that we keep a record of. We understand that classes have visitors, however we ask that be observant if someone is a regular visitor and then offer them a book to keep.

\*If there is something wrong with the curriculum that you are receiving please let us in Adult Ministry know.