**Welcome Pack Instructions**

To help corps have Welcome Packs available for visitors, we have put together a **Welcome Pack Template**. A welcome pack really helps new people feel welcome. It provides helpful information and gives them something to read during those moments when they feel uncomfortable. It also acts as an 'I'm a visitor sign' to help your regular attenders notice a visitor and so make an extra effort to be friendly, as well as providing you an opportunity to promote your corps positively.

The template is provided purely in an attempt to be helpful. There is no obligation for you to use it. The pack is designed as a series of A5 cards, contained within a nice looking clear plastic envelope. Since every corps is different, you will need to customise the template and print the cards locally. We have bulk produced the envelopes centrally to minimise cost. These can be obtained from your local divisional headquarters in the first instance.

A few things to note:

1. There are two templates - a welcome pack and a connection card (for capturing visitor contact details)
2. We have provided two versions of each - you should use the Myriad Pro font version if you have that font. If not, you should be able to use the Corbel font version (a very close match to Myriad Pro that all Windows 7 computers should have). I've attached a PDF version so that you can see what it is supposed to look like.
3. There are two 'doctrines' pages in the pack - one using the simplified doctrines and the other the formal ones. Please decide which set you feel is best in your context and delete the other ones.
4. The doctrines pages have a blue background. When you print these, you are likely to get a white border around the background. If you don't like this border, you should plan to either cut all your cards smaller, have the cards printed professionally (expensive) or simply remove the background.

A suggested approach:

1. Make sure you can open the template and you have the relevant font. If you don't, feel free to contact Alastair Kendrew (alastair\_kendrew@nzf.salvationarmy.org) for assistance.
2. Make a list of all the activities you would want to promote in your corps. Then check these against the template. Delete things in the template you don't provide, and add in anything missing.
3. Decide what photos you need (photos of key leaders, plus action shots of a meeting, Kids Church, youth group, etc.). Gather up existing photos, or plan to take them on a 'good day'.
4. Obtain approval from the people in your photos for the photos to be included in the packs.
5. Complete the template, checking things like start times and contact details.
6. Print a small set of cards (e.g. 20) on good quality cardboard (minimum 160gsm) to get you started.

As always, we trust this helps.