



HELM SOCIETY SCHOOL

P.O. Box 555
Bethany, Oklahoma 73008

HOSTING A RICHARD CORNFORTH SEMINAR:

Dear Recipient:

Thank you for your interest in hosting a Seminar.

Richard Cornforth is founder-and-chief of the Richard Cornforth Seminars and is co-founder of the Helm Society School with Marie Luke. Richard actually teaches how to use the law to win as a pro-se litigant. His record of eight, (8) Helm Society Schools, seventy six, (76) seminars across the country and eleven, (11) Major Speaking engagements sets Richard apart. Richard has authored thirteen, (13) empowering books and manuals with two, (2) new powerful books on the way. Richard's Pleading Library, found on CD's, DVD's, and videos have inspired many to seek a more extensive legal education. There are countless testimonies by folks who attended our events on the website. Please visit the [acquired materials](#) where you can place orders for these materials that are listed above.

The following list of instructions will help you decide if hosting a seminar is for you and then how to be successful at hosting the seminar when you decide.

Begin Early: You will need at least five to six weeks of lead time to promote the Seminar successfully. The initial contact is with Marie Luke, to request a weekend that a seminar can be held in your area. Dates are at a premium and Richard's available times fill up fast. Please make your request known early. Together, you and Marie will establish a date for the seminar.

You will contact a hotel in the area and choose the facility that you want to host a seminar. Conference type hotels such as Marriott Courtyard typically give discounted rates to attract events such as these.

Conference Hotels will have special incentives for the seminar host such as complimentary rooms with meeting a minimum number of bookings agreed on by the hotel management. This room is usually used for Richard or as an incentive to help out someone with potential that you may know.

The special items needed to conduct a Seminar, successfully should be discussed with the hotel and conference person who is trained to help coordinate your needs: "*Be confident because this is what they are in the business for.*"

Following is a typical event time-line.

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Friday Evening: 6:30 P.M.

Hosts Choice:

1. Restaurant provided in the Motel/Hotel of event location,
2. Cafeteria Style/Buffer Restaurant close in the vicinity of the venue location.

*This will save time, allow the attendees and guests to group together and for Richard's welcoming presentation for the Seminar.

Saturday 8:30 A.M.:

Complete registration and paperwork.

(Coffee/Tea: Beagles/Cream Cheese, Donuts, Danish)

*Basket donations

9:00 A.M. Seminar Begins: Presented by: Richard Cornforth

10:15-10:30 A.M.: Break

12:00-1:00 P.M.: Lunch

*Hosts Choice venue location (attendees together or on their own)

3:00-3:15 P.M.: Break

5:30 P.M.: Seminar Ends

*Books and Material Order Requests

6:30 P.M.: Dinner

*Hosts Choice venue location (attendees together or on their own)

Sunday 8:00 A.M.: (Option: Vespers)

(Coffee/Tea: Beagles/Cream Cheese, Donuts, Danish)

*Basket donations

9:00 A.M.: Seminar Continues

10:15-10:30 A.M.: Break

12:00-1:00 P.M.: Lunch

*Hosts Choice venue location (attendees together or on their own)

3:00-3:15 P.M.: Break

5:30 P.M.: Seminar Ends

*Books and Material Order Requests

6:30 P.M.: Dinner

*Hosts Choice venue location (attendees together or on their own)

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Supplies needed for the Seminar:

Be sure that the "Conference Center Room" is large enough to host the amount of people who will attend. The room will need items such as:

- Tables and chairs,
- Grease Board, & Dry markers
- Sound System (if needed);
- You may furnish the items yourself to accommodate, or the conference Hotel usually has these items provided by a cost to you.
- Richard and Marie will need an area for displaying books, materials, DVD's for sale.
- Please, pass this information to Marie so that a flyer and posters can be sent to you by the Richard Cornforth strategies team.
- These flyers can be placed around your area, emailed or sent by mail by you, to the target audience that you are reaching.

The Richard Cornforth Strategies team can help with any type informational mail out to help you market your seminar. Many people are creative with mailing lists drawn down by querying public records, for people who would benefit from attending a seminar. We can furnish templates of letters to mail to specific targeted lists.

Please provide your contact information and person in charge of taking names and seeing that everything flows from when they register to sending confirmations and information, including directions to help locate the Seminar successfully. This person is a "key" to hosting a successful Seminar and should be outgoing, friendly and organized to help see that all is handled professionally.

Again we thank you for your interest in hosting a seminar. It is hard work but rewarding in that you are helping hurting people, by sharing hope and dignity.

We are beginning to see the results of people helping people as we trek across the country with our message. Remember: *The origin of the term "Helm Society" comes from the seafaring expression, "Anyone can hold the helm when the sea is calm".*

And we are here to assist you launch a successful seminar for those who are navigating stormy weather.

Best regards,

Marie Luke: lawclubusa@yahoo.com

Richard Cornforth: RichardCornforth.com