

Training Session I - Offering the DVD

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Materials needed (quantities in brackets):

DVD Distribution Record sheet (x1)	Contains details of the street/house numbers allocated to you. Use this sheet to record the response at every house you call at, and to note down details of anyone who accepts a DVD. If you have been allocated more than one street, you should have one DVD DR per street.
How to Offer the DVD (x1)	A script for what to say at the door when offering the DVD. Includes suggestions on how to respond to certain questions.
DVD offer leaflet (x1)	A copy of the leaflet already delivered to the homes you have been allocated.
Covering letter (x1)	A copy of the letter accompanying the offer leaflet.
"We brought your free DVD" (x)	Informs households where no one was in when you called that they can still receive a DVD by phoning a given number. Fill in the agreed contact name and telephone number and sign it.
Return Visit Appointment cards (x)	To be filled in and left with anyone who accepts a DVD. Before handing it over, enter the details of when you agreed to come back with the questionnaire.
Map	Marked with your street assignment.
JESUS DVDs (x)	
Jesus Quest DVDs (x)	

Procedure:

1. Take one or more DVD Distribution Record (DVD DR) sheets with street assignments written in the top box (total of approximately 40 households). If not complete, write your names (both partners) and telephone numbers in the spaces provided on any DVD DR sheets given to you.
2. Record attempts at all assigned homes by writing each house number/name in one of the boxes at the top of your DVD DR sheet. (Total assigned homes = combined total of house nos in boxes 1, 2 & 3)
3. For any household that accepts the DVD, while still at the door, make a note of the house number or name on the next numbered line of your DVD DR. Note the date and time you agreed to do the questionnaire. Write the same details on the Return Visit Appointment card and give it to them. After walking away, describe (in the 'comments' section on your DVD DR) the person accepting the DVD (e.g. 'older man' or 'wife') and which DVD they accepted, as a reminder to help you on your return visit.
4. If the householder wants to see the DVD but does not have a DVD player, you can either offer to let them come and see it in your home, or give it to them and suggest that they watch it in a friend's or relative's home. Record whichever they choose as DVD given (in box 1) but note down the precise alternative arrangement made in the 'comments' section.
5. Where the DVD offer is refused, write the house number in box 2.
6. If, at any home where the door is opened, you identify an urgent need requiring action from the church (e.g. bereavement visit offered and accepted) write the house number/name in the relevant box and circle it. Then write the house number again in the 'Other' section on the reverse of the DVD DR and make notes on the nature of the need and the response offered.
7. When there is no one in, note the house number in box 3, and leave a "We brought your free DVD..." leaflet. You may want to make a second attempt to call at these houses on your way back down the street, or on a later occasion. If someone answers this second call, cross out the house number from box 3 and write it in box 1 or 2.
8. Return your DVD DR sheet(s) to the Project Administrator after you have covered all the homes allocated to you and after transferring necessary information onto a DVD Questionnaire Record, which you will be given upon your return.
9. Collect material related to the follow-up visit for review during the week in preparation for the return visits. (Items needed: Training Session II - Taking the Questionnaire instructions, Opinion Questionnaire, No Ordinary Man, discovery group leaflet).