

Prayer Event Planning Checklist

General Guidelines

You will have many opportunities to plan events as a prayer leader. Event planning takes time to do well. The following guidelines will help you think through the various aspects of the program and what you need to do to prepare. (Note: These are general guidelines and may not apply in every locale.)

Pre-Planning:

- Most importantly, pray for God's guidance. Find out what God wants you to do and how He wants you to do it.
- Talk to your pastor (or conference/union/division leadership) about your idea. Share what God leads you to do and get their approval and support.
- Present a written proposal to your church board (or appropriate conference/union/division committee) and get their voted approval. This is important for insurance coverage and internal communications.
- Talk to other key leaders in your church (or constituency) and get their support. If appropriate and possible, get commitment to help in the project.
- Set a date for the event. Make sure the date works with your church's plans (conference/union/division). Set the date far enough out so that you have time to plan and prepare adequately.

Plan the Event:

- Gather a prayer team to bathe the event in prayer. This is so important.
- Consider which of the following may apply to your event and ask people to help you with the following areas. These may include:
 - Program planning
 - Prayer leaders
 - Speaker(s)
 - Musicians
 - Greeters
 - Food preparation & service
 - Audio-visual needs
 - Set up and clean up for the event
 - Publicity and advertising
 - Who is the target audience? (i.e., who do you want to attend the event?)

- Church members?
- Community members?
- People from a specific age group?
- What is the best way to reach them? (The size and scope of your event will determine which are appropriate and needed.)
 - Personal invitations (this is always the most effective way)
 - Church bulletins
 - Conference/union/division newsletters
 - Emails and text messages
 - Mailings to interested individuals/groups
 - Printed flyers, posters, and banners (online programs such as [canva.com](https://www.canva.com) help design attractive promotional materials)
 - Websites (church, conference, event-specific site, etc.)
 - Social media sites (Facebook, Twitter, etc.)
 - Paid advertising in media that reaches your target audience
 - Public service announcements in newspapers, radio and TV stations, etc.
 - Connections with other groups/churches/community organizations
 - Other _____
- Set up sub-committees to work on the above areas if you are doing a large event.
- Meet regularly with your team to pray, plan and prepare for your event. Praying together for the event is the most important thing you can do. This will enable God to work on your behalf in powerful ways.

Day of the Event

Before the event:

- Gather your team ahead of time to **pray together** and review plans for the day.
- Make sure each necessary part of the program is ready. Work together to finish anything that may be needed or set up. Things to check (these may not all apply):
- Location:
 - Tables & chairs
 - Audio-visual system
 - Platform/podium
- Program:

- All participants are ready and know their part
- Musicians are in place and ready
- Participant schedule with specific times for each part of the program
- Printed programs for guests (if using) are ready to distribute
- Food (if serving):
 - All food is ready to serve
 - Plates, napkins, silverware/plasticware, and service items are ready
 - Servers know their jobs and are prepared to serve with a smile

During Event:

- Have a prayer team praying for the event as it happens. They can pray for each participant, the program, and all the guests. This prayer coverage invites God's presence and allows Him to work in amazing ways in people's lives.

After Event:

- Pray again with program participants and all team members. How did God work? Identify these things and praise God for them together! Talk about what went well, what needs to be improved, and what can be learned for the next event.
 - Clean-up
 - Send thank you notes to all who participated
 - Plan how to follow-up