

CHURCH STEPS

Setting up a team

Step 1

Promotion

Step 2

Day of event

Step 3

Follow up

Step 4

Help for today

Hope for tomorrow

PLANNING A ONE DAY EVENT WITH FAMILYLIFE CANADA

Planning an EVENT with FAMILYLIFE



Each event will have increased impact when effective planning is implemented. Your event can have far reaching results with a coordinated plan that uses your group's resources and that of ours at FamilyLife Canada.

Step 1 Setting up a team Team Responsibilities

1. Pastors - are the main cheerleaders. We recommend someone in the church lead the event team other than the pastor. This frees the pastors to handle their responsibilities while being the promoter from "up front".
2. Coordinator - sets up the team, coordinates all team activities, contact person for FamilyLife Canada, responsible for payment to FamilyLife Canada, insures all details from info page have been followed and on the day of event - welcomes people and introduces FamilyLife Canada team
3. Prayer - sets up a team of prayer warriors to pray beginning 3 months before event and thru event. Please contact us for prayer strategy ideas.
4. Promotion - set up a team of promoters (personal invitation is most effective), responsible for printing of all promotional materials and insuring they are distributed.
5. Registration - handling all money and registration information. It is recommended that a fee be charged for the couples. This places value on the seminar and requires a commitment from the registrants. By offering a discounted rate, registrations are required by a specific date and will solidify attendance (walk-in registrations should also be accommodated; allow for extra seating).
6. Food - Provide coffee, water and some snack items, such as muffins and fruit for breaks.

7. Audio/Visual - A sound technician familiar with your system.

Equipment needs:

- Projection screen large enough to be visible to every audience member.
 - LCD portable projector and stand for audio-visual presentation.
 - DVD player able to play all formats of DVDs.
- Must have sound patch cord to connect to the DVD player from your sound board.
- Sound system appropriate for the room including 2 microphones.
 - Two music stands or two small podiums.
 - Water for speakers (Bottled is preferred).
 - Access to facility 2 hours prior to start for set up.

8. Resource Coordinator - getting resources from New Life Resources (www.newliferesources.ca, 1.800.667.0558) or local bookstore, using a recommended book list from FamilyLife Canada, setting up resource table at event, handling sales, packaging up unsold books and shipping back to New Life Resources including a cheque for the total amount of sales.

9. Follow-up - Using the tools your church has along with the resources that FamilyLife offers.



Step 2

Promotion

The most effective method of promotion is having a couple approach other couples, personally invite them and offer to pick up their registration. Along with personal invitations there are other effective materials to use.

Promotional Materials from FamilyLife

- Video clips
- Posters
- Invitations
- Bulletin inserts
- Bulletin ads
- Email ads
- Press releases
- Power point slides



www.familylifecanada.com/

Promotional Schedule:

3 months in advance

- Set up team
- Prayer begins for event
- Event information placed on promo materials from FamilyLife Canada (determine date, location, cost and contact person)
- Printing posters, invitations, registrations
- Posters up, invitations available
- Info sent to other churches/groups (set up contact person from other churches)
- Play clips in church (begin with cupid)
- Personal invitations
- Put info on church website
- Bulletin ads
- Announcements from pulpit

2 months in advance

- Play promotional clips in church
- Personal invitations
- Email invitations (linked to FL site)
- Bulletin ads
- Announcements from pulpit

1 month to day of event

- Send second email invitation
- Play promotional clips
- Personal invitations
- Bulletin ads
- Bulletin inserts
- Power point slides
- Press releases for newspapers
- Announcements from pulpit

Step 3

Day of Event

The best preparation is to be have your people ready for the challenges that may occur. A/V problems, people unable to fulfill their responsibilities. These can be a distraction but don't need to have a negative affect. Our speakers are able to roll with whatever occurs and realize that God will still do amazing things since He is never surprised.

Schedule:

<i>Registration</i>	8:30 - 9:00
<i>Introduction</i>	9:00 - 9:15
Commitment	9:15 - 10:00
<i>Project</i>	10:00 - 10:05
<i>Break</i>	10:05 - 10:15
Communication	10:15 - 11:05
<i>Project</i>	11:05 - 11:15
Companionship	11:15 - 12:00
<i>Lunch</i>	12:00 - 1:30
Closeness	1:30 - 2:30
<i>Break</i>	2:30 - 2:45
Change	2:45 - 3:30
<i>Break</i>	3:30 - 3:45
<i>Challenge</i>	3:45 - 4:15

This schedule is flexible and will be adjusted by the speakers where needed throughout the day.

Registration - this is for those registering at the event.

Manuals - one **per person**. Having pens available is appreciated by the couples.

Breaks - since schedule could vary please note that break times may vary slightly.

Speaker Needs - bottled water is great.

Lunch - we find it is best to have couples go off by themselves for lunch so they can work on the project.

Resources - Book table should be set up before people arrive.

Introduction - MC to give welcome; give facility details (Washrooms, etc) and introduce the speakers. (2-3 minutes)



Step 4

Follow-up

We suggest sending out a letter of thank you to your attendees giving suggestions for follow-up.

FamilyLife offers a number of resources to supplement what your church offers at www.familylifecanada.com including:

- Articles (under Resources)
- Need Prayer
- Need Answers
- Need Jesus
- Conference Information



FAMILYLIFE

20385 - 64 Ave.

Langley, BC V2Y 1N5

1.877.341.7325

www.familylifecanada.com