

Prayer Event Planning Checklist

General Guidelines

As a prayer leader you will many times have opportunity to plan prayer events. Event planning takes time to do well. Following are a few guidelines to assist you. (Note, not all of these will apply in every place and there may be some things that are necessary in your locale that are not listed here. These are general guidelines.)

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 first.
- Talk your pastor (or conference/union/division leadership) about your idea. Share what God is leading you to do and get his/her 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 the plans of your church (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 solicit the needed help for all areas involved with the event. These may include:
 - Program planning
 - Prayer leaders
 - Speaker(s)
 - Musicians
 - Greeters
 - Food preparation & service
 - Audio-visual needs
 - Set-up and clean-up for event
 - Publicity and advertising
 - Who is the target audience? (i.e. who do you want to attend 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 of these 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/or banners (online programs such as [canva.com](https://www.canva.com) are helpful in designing attractive promotional materials)
 - Website(s) (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
 - Connections with other churches/community organizations
 - Other _____
- Depending on the size of your event, you may want to set up sub-committees to work on each of the above areas.
- Meet regularly with your team to pray together, 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
- o Program:
 - All participants 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
- o Food (if serving):
 - All food is ready to serve
 - Plates, napkins, silverware/plasticware, service items ready
 - Servers know their jobs and are ready with smiles

During Event:

- Have a prayer team praying for the event as it happens. They can pray for each participant, part of the program, and all guests. This kind of 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 needed 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