



Lifeway Women Event Planning Timeline

ONE TO TWO YEARS BEFORE THE EVENT

- Set the tentative date for the event.
- Determine your budget.
- Contact the first keynote speaker.
(If you are using a keynote speaker, worship leader, etc.)
- In the case of planning a retreat, lock in on a location and reserve it.

FOUR TO SIX MONTHS BEFORE THE EVENT

- Decide on a theme based on Scripture.
- After you have decided on 12 to 15 seminar (small group) topics, pray about who God wants you to invite to lead them.
- Communicate with your keynote speakers and let them know how plans are progressing.
- Decide whether to offer scholarships.

TWO TO THREE MONTHS BEFORE THE EVENT

- Send a registration brochure mailout and email blitz (optional) to advertise the conference or retreat.
- Request facilities (rooms), food, publicity and printing, audiovisual equipment, and childcare as needed.
- Begin working with your teams including:
 - Program director
 - Decorations team
 - Prayer team
 - Food team
 - Lodging team
 - Secretary/registration team
 - Childcare team
 - Publicity team
 - Program or Booklet team (optional)
 - Packet team (optional)
 - Transportation team
 - Bookstore team (optional)
 - Counseling team
 - Audiovisual team
 - Greeter team
 - Follow-up team

TWO MONTHS BEFORE THE EVENT

- Contact speakers and seminar leaders, giving them a deadline for providing their outlines for the program booklet.
- Make all hotel and airline reservations for guest leaders.
- Work individually with each team leader about her responsibilities.
- Finalize the schedule and confirm that all details are being handled.

ONE MONTH BEFORE THE EVENT

- Contact musicians: soloists, instrumentalists, and music leaders.
- Make plans for a pre-event reception/prayer time.
- Plan for a meal after the conference or retreat.
- Send a second mailout and email blitz (optional) to advertise the conference or retreat.
- If you don't have all the speaker's and leader's teaching outlines, call and request them.
- Print or order any programs or booklets so they can be assembled at least two weeks before the conference or retreat.
- During the last two weeks before the conference or retreat, plan three or four workdays for your event teams.

TWO WEEKS BEFORE THE EVENT

- Finalize plans with your team leaders, making sure details are covered and they have plenty of volunteer help.
- Confirm reservations for speakers and leaders.
- Contact women in your church to act as hostesses and to introduce the program speakers.
- Complete and assemble the program booklets.
- Stuff the packets and store them until the event.
- Contact guest speakers and leaders, telling them how many are registered for the event and their individual seminars.
- Complete program plans.
- Consider postponing any extra women's programming the week before the event.
- Give the financial secretary or church treasurer an itemized list of honorariums, including speakers, singers, musicians, and sound personnel.

THE DAY OF THE EVENT

- Try to relax and enjoy the day. It's in God's hands. He gets all of the credit and the glory!

AFTER THE EVENT

- Send thank you notes to all the people who helped with the event, including door prize and gift bag donors and the church staff (secretary, maintenance, etc.).
- Send event evaluations to event participants.

If you're looking for a way to bring authors and speakers like Priscilla Shirer, Jackie Hill Perry, Lisa Harper, Jen Wilkin, and more to your church, consider hosting a Lifeway Women Simulcast! You can find all the details about hosting a simulcast event here: lifeway.com/digitalevents.



Lifeway™ women