


Host Checklist: *Let's get started!*

- Select your event location (home, church, or other location).
- Reserve September 27–28 on your organization or church calendar.
- Determine whether your group will be open, which means giving permission to *Revive Our Hearts* to publicize your meeting site, or closed—meaning that it's private, and then register your group at [Revive19.com/local](https://revive19.com/local).
- Secure your audio/video equipment.
 - Computer capable of streaming video from the Internet
 - TV or projector equipment
 - Sound equipment
- Schedule and participate in livestream testing. Check [Revive19.com/local](https://revive19.com/local) in September for testing times and directions.
- Make a list of women to invite. Ask your guests to bring a Bible, pen, and paper.
- Publicize your Revive '19 LOCAL Gathering: [Revive19.com/promotional-resources](https://revive19.com/promotional-resources).
 - Download and distribute promotional materials—flyers, postcards, bulletin inserts.
 - Use social media images.
 - Check back periodically as images will be added to this page.
- Plan to gather fifteen–thirty minutes before the start time to allow participants to be welcomed, get settled, and prepared.
- The conference airs:
 - Friday 2:00 p.m. – 4:30 p.m. ET (& MT with the delayed stream)
 - Friday 7:00 p.m. – 10:00 p.m. ET (& MT with the delayed stream)
 - Saturday 9:30 a.m. – 12:30 p.m. ET (& MT with the delayed stream)
 - Saturday 2:00 p.m. – 5:00 p.m. ET (& MT with the delayed stream)

If scheduling doesn't permit viewing all the sessions, feel free to join in whenever convenient for your group.

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- Make advance plans for break times. Will food be served or will the group take a recess to eat on their own?
 - Decide what type of seating is best suited for your venue and group size. Make arrangements for setup.
 - Determine the best lighting that is conducive to reverent worship and notetaking.
 - You may want to consider having name tags, tissues, and water on hand.
 - Recruit volunteers as needed, involving as many women as you can. You may need:
 - Hostesses to greet guests.
 - Setup and teardown volunteers.
 - Refreshment volunteers.
 - Upfront leader (this may be you) to welcome your participants, make announcements, help women engage as direction is given, and to thank your participants once the event is over.
 - Relax . . . *and pray!* A sequence of emails to prepare your hearts will be sent out in the days before the conference. We urge you to collect email addresses of attendees and forward these emails to them. Let's prepare our hearts to meet with the Lord and be transformed by the gospel—together.
 - It's our joy to serve you. Connect with us at info@ReviveOurHearts.com or 1-877-966-2608.