



Revive Our Hearts™

# Event Toolkit

## EVENT PLANNING 101

### INTRODUCTION

Whether you have a vision to host an evening event, a weekend retreat, or a small group study for the women in your church, you will find what you need in *Revive Our Hearts'* Event Toolkit. The Event Toolkit includes **customizable event schedules, themes, discussion questions, listener guides,** and **optional features** to make any event your own. For more tips and tools on event planning from *Revive Our Hearts* and seasoned women's ministry leaders, visit [ReviveOurHearts.com/Leaders](https://ReviveOurHearts.com/Leaders).

May God use these tools to bear much fruit in your ministry, and may God pour out His richest blessings on you as you host your *Revive Our Hearts* event.

### VISION

Before you get started, ask the Lord for guidance in choosing a specific vision for your event. The ultimate goal for a *Revive Our Hearts* event is for a far deeper work to happen in the hearts of your attendees than for them to merely be entertained or inspired by the content. Believe God to penetrate and pierce hearts, grant the gift of repentance, and bring about lasting transformation through Christ.

## GETTING STARTED

As you begin, **gather a group** of individuals who share a passion for the women you are trying to reach. Include visionaries, prayer warriors, detail/task-oriented people, and women of various ages. Remember: *this is a team*. It is important for all of you to be on the same page and to seek God together for what He wants to do through this event.

The [Event Toolkit](#) contains a variety of messages along various themes which will cater to women of all ages and stages of life. The main categories of messages are

- **Turning to God for True Revival**
- **Understanding True Womanhood**
- **Living Out True Womanhood**
- **Topics for True Womanhood**
- **A Grounded Faith**
- **Becoming a True Woman of Prayer**
- **Leadership Training**
- **Three small group studies using books by Nancy DeMoss Wolgemuth:**
  - *Adorned: Living Out the Beauty of the Gospel Together*
  - *Lies Women Believe and the Truth That Sets Them Free*
  - *Seeking Him: Experiencing the Joy of Personal Revival*

For more information, go to the [Event Toolkit](#) page and download the [Event Starter Guide](#).

Once you have chosen a theme, you will need to determine what kind of event you are hosting: a small group, an evening event, an overnight event, or a three-day conference. A variety of structures are detailed in the [Event Schedules](#) download, which can be found in the [Event Toolkit](#).

## COMMITTEES

As you work together as a team, it will be helpful to divide the main responsibilities among your group. Suggested areas of responsibility include:

- Leadership
- Worship
- Food
- Registration
- Advertising
- Prayer
- Decorations
- Audio-visual
- Volunteers
- Giveaways

## BUDGET

One of the first matters that must be discussed and decided on is the budget. Begin this process by addressing the following questions:

1. Will the church subsidize any of the cost?
2. Will you charge for registration?
3. Will you offer discounts, such as for early registration, or group rates?
4. Will you provide scholarships to those who are unable to pay? How will you determine who qualifies? Will you subsidize the whole cost or a portion?
5. Will individuals donate to this event? If so, how will the needs be communicated?
6. Will you bring in a speaker or watch videos? If requesting a speaker, have you included travel costs, food and lodging costs, and an honorarium in the budget?
7. Will you provide a meal? Snacks? Beverages?
8. Will you provide a gift bag of resources for the attendees?

Once you have clarity on your budget items, then you need to decide how you want to handle these specific areas:

A. Food—If you choose to include food items, there are many options:

1. A lunch can be provided from a caterer or local restaurant.
2. A lunch can be made in-house by a team.
3. A light breakfast can include items like muffins, donuts, sweet breads, fruits, granola bars, and drinks.
4. Drinks such as water bottles, sodas, juices, coffee, or tea can be provided.
5. Decide if you will have snacks available.

B. Gift Bags—One way to make your event memorable is to include a gift bag for each registrant. Items can include:

1. Bag or container
2. Water bottle
3. Kleenex
4. Reading materials—*Revive Our Hearts* has many pamphlets and booklets that make great giveaways.
5. Program (include empty pages for notes)
6. Pen
7. The True Woman Manifesto
8. Nametag
9. A small item that reinforces your theme
10. Snack items
11. Church map
12. 3x5 card for a prayer request

## C. Decorations

1. Items used on stage
2. Banners and signs
3. Table settings, etc.

## D. Miscellaneous items

1. Postage costs
2. Printing costs
3. Custodial
4. Church rental

## CHOOSING THE SPEAKER(S)

If you bring in a speaker, you will need to add to your budget travel expenses, lodging, meals, and an honorarium. It is customary to fly in a speaker from their nearest airport and then provide transportation on your end. If the speaker is driving, you should plan on reimbursing their travel at the current federal cost per mile.

## PLANNING YOUR PROGRAM

In the Event Schedules download of the [Event Toolkit](#), you will find several options: choose the one that is best suited to your vision and then make adjustments to suit the needs of your attendees.

As you select an emcee for your event, choose a person who is comfortable on stage, flexible, and sensitive. She will need to understand the big picture and vision of what you are trying to accomplish. She will also need to understand all of the parts of the program. Her goal should be to smoothly tie the pieces together and lead the event to a practical conclusion. Her ultimate role is to help attendees hear what God is saying to them and to help facilitate an environment for each woman to respond to God in prayer, commitment, and reconciliation.

Before your event, be sure to create a written program that you can give each attendee. It is helpful to include blank, lined pages for note taking. Consider including a thank-you page to all who have volunteered their time and services.

## PRAYER

We encourage your leadership team to pray *extensively* both before the event and throughout it. **Your event will only be effective if God's power is behind it, so pray as hard as you plan.**

This can take many forms:

- Have corporate prayer, crying out to the Lord as you lead up to the event.
- Ask your speaker(s) to join your prayer times via phone.
- Pray through the names of registrants.
- Recruit a band of “praying men” to be present on site throughout the weekend to intercede on behalf of the women and pray through prayer request cards.
- Include a prayer room to be open throughout the weekend where women can pray with a prayer partner.

As you prepare, consider praying through passages of Scripture.

- Isaiah 64
  - Verse 1—May God extend His mercy and do a work to transform us.
  - Verse 2—Just as water is physically transformed when it boils, may women's hearts be transformed as a result of what God has done.
  - Verse 3—May God do the unexpected.
- Psalm 145
  - Verse 2—Thank God daily for what He is going to do.
  - Verse 4—Pray that our changed lives will cause others to speak of God's awesome acts.

## WORSHIP GUIDELINES

As you decide whether you will have a worship leader or a worship team for your event, ask God to provide the right mix of musicians, to prepare their hearts for the event, and to sustain their health to be able to play their best.

Consider these additional guidelines while planning for worship:

- Invite women into worship by beginning with more upbeat songs and then moving to more contemplative songs.
- Include songs that the musicians and congregation know well.
- If introducing new songs, incorporate them in Sunday morning services for several weeks before the event to allow your women to learn them.
- Fifteen to twenty minutes of music is suggested before each teaching segment. Use one of the songs as a postlude once the teaching ends.
- Share Scripture passages between songs to help women prepare their hearts for the teaching to come.

## FACILITIES

It is important to choose an event facility that will best meet the needs of your event. As you determine how your meeting space will be utilized, decide which of the following rooms will be needed to accomplish everything you desire:

### 1. Main Meeting Room

Decide if and how you will decorate the stage, and if you need to make adjustments to seating.

As you consider the audio and visual needs within the room, coordinate with your church for an AV technician(s). Someone will need to know how to coordinate all microphones, video streaming, and other production details.

### 2. Resource Center

If you decide to provide resources for sale, choose a location close to the meeting room that has plenty of space to spread out tables and materials so women can see what is available.

### 3. Prayer Room

In order for women to have a quiet place to think, pray, meditate, and respond to the promptings of God, provide a space close to the meeting room.

### 4. Hospitality Area

If you choose to provide a meal, decide where in the facility people will be able to eat. Preferably, this should be a place where you can set out tables and chairs. If you prepare the food instead of catering it, you will need kitchen facilities.

### 5. Registration Area

Arrange a table or space near the entrance that won't create a hazard for people entering and exiting the facility.

### 6. Men's Prayer Room

If you have a men's prayer team during your event, you will need a room specifically for this purpose.

As you prepare to use a facility, coordinate with your church how to handle all room set up, tear down, and custodial services.

## ADVERTISING

Create an advertising plan to encourage more women to attend your event:

1. Ask a woman who has been to a *Revive Our Hearts* event to share a testimony on a Sunday morning.
2. Include event details on your church's website and social media.
3. Advertise on your local radio station.
4. Use print marketing such as posters, flyers, bulletin inserts, and postcards.
5. Share the information personally—word of mouth is always effective!



## REGISTRATION

Before you open up registration to your attendees, consider these details:

1. Set a price (if you have one). Decide if you will have an early registration and a walk-in price that are different from the regular price.
2. Decide what information to collect from registrants. Some possibilities are:
  - a. Name
  - b. Address
  - c. Phone number
  - d. Email address
  - e. Home church
  - f. Special needs, such as hard of hearing or disabled. (You may need to have an easy access area at the front of the room.)
3. Decide when you will begin to accept registrations, the date of your early cut-off, and when you'll stop taking registrations.
4. Decide how you will accept registrations:
  - a. Through the church website
  - b. Registration table
  - c. Mail
  - d. Phone

If you decide to send out information before the event, a basic letter could include the following:

Thank you so much for registering for [name of event] at [location]. We expect the Lord to do a mighty work in each of our hearts and lives.

Please join us in praying for:

- Our speaker [name(s)] as she prepares to share God's Word with us.
- The attendees who will be setting aside time to seek the Lord alongside us.
- The Lord to give us a hunger and thirst to know Him more.
- God to give each of us an understanding of and a longing for the beauty of true womanhood, igniting in us a desire to be obedient to His Word and apply His truth to our lives.

Attached is a map to the church and a list of hotels in the area.

Opportunities to Serve:

There are many places where you can use your gifts to help make this a special event:

1. Greeter—We need people to help greet and seat our guests, be available to answer questions, and hand out gift bags to the attendees as they arrive. If you're willing to serve in this capacity, please contact \_\_\_\_\_ at \_\_\_\_\_.
2. Food—If you would be willing to contribute \_\_\_\_\_, please contact \_\_\_\_\_ at \_\_\_\_\_.
3. Registration—We need a few women to help at the registration table before each day's event. If you're interested, please contact \_\_\_\_\_ at \_\_\_\_\_ (contact information).
4. Gift bag assembly—If you're willing to help assemble gift bags for attendees, please contact \_\_\_\_\_ at \_\_\_\_\_.

When you arrive for the event, please go to the registration table to receive your nametag, which will identify you as an event attendee. The table will open at [time] on [date], with the main session beginning at [time]. On [date] the registration table will open at [time] and the main session will begin at [time]. Your registration includes admission for all sessions, a gift bag, and a lunch on Saturday.

Please remember to bring your Bible.

For more information or if you have any questions, please call our church office at [number] or email \_\_\_\_\_. To discover more about *Revive Our Hearts*, you may visit their website at [www.ReviveOurHearts.com](http://www.ReviveOurHearts.com).

## 10-DAY HEART PREP

In the [Event Toolkit](#), you will find the 10-Day Heart Prep, a set of devotionals designed to help your women prepare their hearts to hear from the Lord.

- Ten days before the event begins, send the first email to attendees.
- Send the remaining emails in the days leading up to the event.
- You can also print the PDF version if hardcopies are preferred.

## VOLUNTEERS

Actively recruit volunteers to help with your event. Areas of responsibility may include

- Stuffing gift bags
- Helping at the resource table
- Running the registration table
- Helping in the Prayer Room
- Providing food, such as muffins, baked goods, or snacks
- Providing housing for out-of-town guests
- Setting up
- Tearing down
- Cleaning up
- Purchasing items for gift bags
- Praying before and during the event
- Creating and setting up decorations
- Greeting attendees
- Underwriting the event

## THE NIGHT OF THE EVENT

### **Registration Table**

Determine how registration procedures will take place the day of the event. Will all women need to check in at a registration table? If so, consider placing a table near the entrance where volunteers are stationed to register attendees and field any questions.

### **Greeters**

Greeters should arrive a half-hour before registration opens. Each greeter should be assigned a specific door, warmly welcome attendees, and offer assistance.

If your event is ticketed, a greeter can collect tickets as women arrive. If gift bags will be provided, greeters can hand them out. They can also encourage attendees to pull out their name tags and put them on.

### **Prayer Room**

If you decide to set aside a Prayer Room, a quiet space where women can respond to God, make sure it is easily accessible from the main event space.

Assign volunteers time slots to staff the room. Be sure to have a training session with your volunteers, and encourage volunteers to approach women gently to ask if they can pray with them.

Hold your training session before your event so you can encourage your volunteers to spend concentrated time praying for:

- God to do a mighty work
- The speakers
- Attendees
- The leadership team

Equip your volunteers ahead of time with verses addressing common issues women face. Some of these may include:

- Anger and bitterness (Eph. 4:31–32)
- Anxiety, worry, fear (1 Pet. 5:6–7; Ps. 34:4)

- Depression (Ps. 43:5; 46:1)
- Forgiveness (Dan. 9:9; Ps. 130:3–4; Col. 3:13)
- Grief (Ps. 31:9–10; 147:3; John 14:1)
- Repentance (Rom 3:10, 23; 10:9; 1 John 1:9; Eph. 2:8–9)

Make the Prayer Room comfortable and inviting. Arrange chairs in small circles and put a Bible and box of Kleenex in each circle. You might also have water and cups available.

Be sure to post a Prayer Room sign outside the room and mention this room repeatedly from the platform during your event.

### **Men's Prayer Room**

Recruit men to pray throughout the event. Set aside a separate space for them to pray for the needs of the event and for the requests submitted by attendees.

Provide a 3x5 card to each woman—these cards can be included in their gift bags or handed out to women by greeters as they arrive. Encourage each woman to write a heartfelt, specific prayer need on her card anonymously. Have baskets available at the back of the auditorium for the women to leave the cards.

### **PowerPoint**

PowerPoint slides before the event begins might include:

- Follow-up information
- Information about your church
- Information about *Revive Our Hearts*
- Any resource specials
- Announcements

### **Videos**

*Revive Our Hearts* has [a collection of powerful videos](#), which illustrate how the gospel radically changes people's lives. These can be used between sessions.

Video titles include:

- [Joy McClain: A Wife Who Chose to Stay](#)
- [She Laughs at the Time to Come: Colleen's Story](#)
- [Laura's Vision for Revival](#)
- [Lorna's Story of Forgiveness](#)
- [Holly Elliff's Life . . . Eight Kids Later](#)
- [Mayra's \(Not So\) Picture-Perfect Life](#)
- [Vicki Rose's Gnawing Emptiness](#)
- [The Mighty Influence of a Praying Mom: Rhonwyn Kendrick's Story](#)
- [You Did It, You Hid It, You Will Never Be Rid of It](#)
- [Free at Last](#)
- [Three Generations of Spiritual Life-Givers](#)

## Resource Table

You may wish to have a resource table. If you choose to offer resources from *Revive Our Hearts*, discounts are available for your group. For more information, contact [Info@ReviveOurHearts.com](mailto:Info@ReviveOurHearts.com).

## Giveaways

You may wish to provide some giveaways throughout the event. Popular books by Nancy DeMoss Wolgemuth include: *True Woman 101: Divine Design*, *True Woman 201: Interior Design*, *Lies Women Believe and the Truth That Sets Them Free*, *Adorned: Living Out the Beauty of the Gospel Together*, *The Quiet Place: Daily Devotional Readings*, and *A Place of Quiet Rest*.

You may also wish to provide coupons to local restaurants and services, which are often donated simply by asking.

## Follow-Up

As you plan your *Revive Our Hearts* event, begin thinking about how you will follow up with the women who attend. This is just the beginning!

Consider arranging a small group study related to the event in the weeks following. You'll find [resources recommended by Revive Our Hearts](#) on the website. Be sure to create promotional

material for your study that you can hand out at the end of your event, and create a place in your announcements to tell about it.

Remember: this is just the beginning of what God has planned in the lives and hearts of your attendees. As you serve, be encouraged that He who started this good work will carry it on to completion until the day of Christ Jesus (Phil. 1:6).