



## Planning Calendar

Here is a general guideline for planning the details for your event.  
Feel free to ask Val for help with anything, chances are she has a template, ideas,  
and materials already that you can use.

### Up to a Year Out:

- Theme
- Location
- Date(s)
- Final Schedule – with break-out topics and activities
- Inform your District President of this event.
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### 6 Months Out:

- Block hotel accommodations if necessary
- Finalize budget with Val
- Ask/arrange for local pastors and musicians for devotions/worship
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### 4 Months Out:

- Arrange Break-out, activity, and study leaders where necessary.
- Plan and arrange for any meals, drinks, and snacks.
- Choose offering designation.
- Get Registration info to Val *if you want info posted and/or online registration.*
- Start really advertising: website, mailing, Pastors' conference flyers, facebook...
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### 2-3 Months Out:

- Plan for any decorations or “amenities”
- Plan table settings, meal service, etc.
- Plan any fellowship activities or icebreakers
- Arrange for an AV person
- Plan for any signs – inside or outside
- Renewal information, speaker handouts, facility details, thank yous, etc. *(to Val if she's creating your Program booklet.)*
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### After Registration Deadline: *Registration deadline is usually 2-4 weeks prior to event.*

- Purchase all necessary items.
- Plan for Set Up, Meal prep, registration, greeters, ushering during worship, etc.
- Write out thank you cards, etc. *(PWR has theme & PWR cards)*
- Write out encouragement cards *(PWR has theme & PWR cards)*
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## Planning Pages

*Pastors' Wives' Renewal*

*Date:* \_\_\_\_\_

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- Theme
- Location:
  - Meeting Space
  - Break Out Space
  - Meals
  
- Topics
  - Speakers – *Need Title / Description / Bio / Pic*
    - Opening:
    - Closing:
  
  - Main Bible Study –
    - Leader:
  - Chic Chats – *(Materials from PWR)*
    - (1 leader for every 10-15 women)
  - Break-Outs – *Titles / Description / Bio / Pic*
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    - 
    - 
    -
  
- Worship & Devotion –
  - Opening Service
    - Preacher –
    - Organist / musicians –
    - Communion -
  - Closing Devotion –
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  - Offering –
  
- Budget / Expenses...guesstimate for 75
  - Budget gifts/donations
  - Registration Fees
  - Thank you's / Honorariums

- Main Speakers - \$100 + mileage/travel & registration fees
- Break out Presenters – ½ price registration (or \$50 if not a PW) + travel
- Chic Chat & Bible Study Facilitators – A thank you card & gift
- Committee – ½ price registration

Registration –

- *Online*
- *Printable version*
- Confirmation letter – *to be sent out after the registration deadline to all who have registered:*
  - Welcome - with directions & map...from church to hotel
  - Final schedule with Bible study and Activity choices
  - Hotel & General information about facilities and activities
  - Book Club info
- Create a Name Database & Hotel assignments
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Advertising...

- PWR Website – [www.pwrenewal.org](http://www.pwrenewal.org)
- Invitation
- Save the Date magnets, fliers, etc. ?
- Mailing
- E-mail to District Presidents/Conference Secretaries
- Reminder E-mail?*

Speakers, Presenters, Pastors, & Leaders

- Requirements Letters - request presentation needs, give handout deadlines, etc.
- Confirmation letters / Emails
  - Directions / map
  - When they should arrive / where should they go?
  - Facility and room info. / #s in their groups
  - Reimbursement forms

Fellowship / Reception –

- Icebreaker: Autograph Hunt?
- Fellowship “Game” or activity?
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- Prizes?

- Facility / location...set-up
  - Worship area – opening service & speakers
  - Dining Tables
  - Registration Table
  - Displays?
    - PWR – surveys, name tags, etc.
    - PWR Devotion Books / information
    - Encouragement Card “Corner”
    - NPH Display
    - Thai Village
    - Offering Ministry
- Ambiance –
  - Decorations:
  - Table centerpieces:
  - Favors – *to set out at the last meal?*
  - Background music
  - Hospitality Room?
- Registration Table:
  - Name tags
    - with Bible study & Activity choices & room #s
  - Folders/Binders –
    - Welcome letter & Sponsor thank yous
    - Final schedule
    - meal/hotel/facility information
    - Speaker bios & info
    - All worship & study handouts & materials
    - List of Attendees?
    - ✚ Offering Ministry info.
    - ✚ post-conference survey
  - Goodie Bags –
    - *Bags & pens from PWR*
    - Goodies:
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- prayer request cards...for during devotions/opening service
- Icebreaker game for Friday night
- ✚ Encouragement Card / Secret Sis Card?

Hotel Welcome Bags

Hotel – *get them:*

- Final schedule
- Final set up list
  - Registration Table
  - Display tables?
  - Table seating
  - Centerpieces? Linens?
  - Speaker table? Altar?
  - AV – powerpoint, mic...
  - Space for keyboard? Piano & bench?
- *Review any set up details with event coordinator*
- Meal #s
- Hotel room lists

Final Preparations

- “train” Bible study leaders *if necessary*
- Complete set-up list – *what needs to be where!*
- List of who’s doing what and when
- Shopping & packing lists
- Print additional/extra materials
- Bags & Freebies
- Hotel welcome bags
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- write thank you & honorariums
- Committee & Speaker gifts
- plan various announcements
  - *(reminders to get to know people)*
  - *Plan Speaker Introductions*
- *Arrange to write out post-Renewal notes to all the ladies who attended*