



## The Christian Conference and Event Planner

*Angela Yee*

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Event Planning Made Easy! Events are an important part of every church, and they must be run with little time, limited finances, and people who aren't paid for their work—a task for only the most hardy of souls! But don't despair—event planning can be fun! Given the right tools, the right people, and the guidance of the Holy Spirit, you can organize an event that God can use that's beyond anything you ever dreamed. Whether you're planning a simple retreat for a small group or a multi-day national event for a vast multitude, this practical book covers every detail. Step-by- step instructions and friendly advice guide you through the unique challenges that Christian organizations face in planning an effective event. In this revised edition of The Christian Conference Planner, now expanded to include many types of church events, this nuts-and-bolts book provides the organi- zation, examples, and ideas to help you create an event that will make a significant impact. New documents and examples provide a look at all aspects of planning an effective event:

- Strategies for developing your event's goals and purpose
- Tips and tools for event directors to establish a strong start, save time, and simplify planning
- Organizing financial planning and sponsorship development
- Recruiting an effective event staff, including job descriptions and detailed chapters for each person
- Ways to develop the support of community, church leaders, and prayer partners
- Ideas for establishing the spiritual foundation of the conference
- Step-by-step plans for site selection, program design, logistics coordination, evaluation, and more
- Samples of forms, checklists, maps, and schedules
- Tips to save money, plan for success, and maximize technology
- Lists of resources for speakers, sites, and organizations
- Helpful advice from event planners around the country
- Post-event wrap-up details that will help the next year's event be even better!



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