

Zone Event Tips

TOP 20

1. Compose and distribute detailed guidelines for host societies. Sample guidelines for host societies are found in *The Planning Zone*, available as a free download at www.lwml.org/developing-leaders.
2. Consider holding your event at tables instead of pews to encourage interaction among guests.
3. Use signage, balloons, or door decorations to guide your guests to the event location and assign greeters to welcome participants at the door and give direction to a well-staffed registration area.
4. Always have a mission focus and a mite offering!
5. Encourage clergy to attend by offering complimentary registration for pastors. In consultation with the zone pastor, involve the host congregation's pastor in a significant way.
6. Prepare a detailed agenda, but allow the president and other key presenters to be flexible.
7. Use a microphone. Always!
8. Schedule breaks during the event. Stand and sing or play a game if time allows. Ice breakers, mixers, and games can be found on the LWML Pinterest site on the internet at www.pinterest.com/theLWML/
9. Encourage attendance by publicizing beginning and ending times. Be sensitive to travel time and distance.
10. Distribute printed, and/or electronic reports instead of spending time on lengthy oral reports.
11. Consider using gifted women of the zone to lead Bible studies and breakout sessions.
12. Invite an LWML Mission Speaker or Skype a Missionary. On the Go Bookmark Skype Instructions are found under Gospel Outreach on the LWML website at www.lwml.org/gospel-outreach.
13. Show the LWML Mission Grants Video and/or LWML's short "Your Mites Have Made a Difference" videos available under Missions on the LWML website at www.lwml.org/thanks.
14. Invite a tech-savvy woman to teach how to follow LWML on social media or sign up for daily Mustard Seed Devotions via email.
15. Encourage your host society to use a sketch or song to extend their welcome. LWML resources are available on the website at www.lwml.org/program-helps.
16. Invite each society to use a short sketch, song, poem, or cheer to tell about a successful mission outreach or project.
17. Simplify Gifts from the Heart gatherings by asking for 2-4 specific items needed by a local charity.
18. Promote new items from the LWML Catalogue.
19. Consider giving out LWML store merchandise for door prizes
20. Announce the theme, date and place of the next event. Advanced publicity leads to better attendance, and planning well in advance helps eliminate stress for the next hosting society.

