



LWML Event Planning Time Line

This worksheet is a guideline to assist in planning. Each event and location has different requirements and district wide events will require more lead time than zone or local events. Modify the times and activities to fit your event.

12-18 months in advance

- ☐ Pray about every aspect of the planning process.
- ☐ Set date and location.
- ☐ Set event objectives.
- ☐ Choose an event theme and theme Bible verse(s).
- ☐ Choose and reserve the facility.
- ☐ Appoint an event chairman.

6- 12 months in advance

- ☐ Pray about every aspect of the planning process.
- ☐ Choose planning teams (meals, audio/visuals, hospitality, registration, music, publicity, etc.)
- ☐ Decide registration fee, if appropriate.
- ☐ Contact speakers and special guests.
- ☐ Decide on honorariums (may be based on registration fees and expenses.)
- ☐ Appoint a host group or host chairman to help with local preparations.
- ☐ Decide on Gifts from the Heart recipient and donation requests.
- ☐ Appoint an event registrar.

4-6 months in advance

- ☐ Pray about every aspect of the planning process.
- ☐ Plan the major blocks of time and activities and outline agenda.
- ☐ Decide on meals and snacks.
- ☐ Develop publicity and begin promotion, save the date announcements, etc.
- ☐ Request biographical information from speakers.

2-3 months in advance

- ☐ Continue praying.
- ☐ Promote event via newsletters, bulletins, social media, flyers, and word of mouth.
- ☐ Communicate registration fees and deadlines, dates and times, and location.
- ☐ Visit the site to become familiar with the facility and pray over event site.
- ☐ Finalize all committees, menus, decoration plans, etc.
- ☐ Begin online and paper registrations.
- ☐ Plan LWML store and order needed merchandise.





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1 month in advance

- ☐ Continue praying.
- ☐ Continue promoting via bulletins, social media, flyers, and word of mouth.
- ☐ Send special invitations to pastors, other church workers, and special guests.
- ☐ Communicate regularly with team members regarding progress. Give constant encouragement.

2-3 weeks in advance

- ☐ Continue to pray.
- ☐ Continue promoting.
- ☐ Update plans for meals and handouts with regards to registration numbers.
- ☐ Contact speaker(s) and confirm last minute details.
- ☐ Continue to communicate with leaders and teams.
- ☐ Request honorarium checks from treasurer.

1 week in advance

- ☐ Continue praying!
- ☐ Communicate with teams once more to finalize plans.
- ☐ Put together packets, goody bags, name tags, etc.
- ☐ Prepare thank you gifts for speakers and special guests.

During the Event

- ☐ Pray.
- ☐ Enjoy!
- ☐ Present honorarium checks and gifts to speakers and special guests.
- ☐ Hand out evaluations before closing activities.

Post-Event

- ☐ Review evaluations and note what worked and ideas for improvement.
- ☐ Meet with follow-up team to help with thank you notes.
- ☐ Send thank you notes and expense reimbursements to leadership team.
- ☐ Prepare a written report for your coordinator and the next committee.
- ☐ Pray.

