



**WOMEN'S MINISTRY EVENT PLANNING PROCESS MANUAL
COMMITTEE CATEGORY LISTING**

"Let all things be done decently and in order." 1 Corinthians 14:40

CHAIRPERSON(S)		
<p align="center">UNDER THE DIRECTION OF THE WOMEN'S MINISTRY TEAM</p> <ul style="list-style-type: none"> The event chair(s) spearheads the event outreach effort -- provides leadership for the entire event planning process. Orchestrates the overall production, providing guidance to volunteers as needed, and works side-by-side to help expedite required tasks to allow the body of Christ to receive the utmost benefits from the event. 		
VENUE	COMMUNICATION & PUBLICITY	REGISTRATION
<ul style="list-style-type: none"> SELECTION CONTRACT MENU SAFETY & SECURITY SIGNAGE* DECORATIONS* SET-UP* TEAR-DOWN** 	<ul style="list-style-type: none"> INTERNAL OUTREACH* EXTERNAL OUTREACH* GRAPHIC DESIGN 	<ul style="list-style-type: none"> EVENT FEE COLLECTION NAME TAGS SPREADSHEET REGISTRATION TABLE HOSPITALITY GENERATE & COLLECT SURVEY
PROGRAM	SPEAKER	PRAISE & WORSHIP
<ul style="list-style-type: none"> OUTLINE CONTENT GRAPHIC DESIGN PRODUCTION ADMIN 	<ul style="list-style-type: none"> OUTREACH SELECTION ADMIN 	<ul style="list-style-type: none"> INTERNAL OUTREACH EXTERNAL OUTREACH
PARTICIPANT GIFTS		
<ul style="list-style-type: none"> SELECTION SPONSOR OUTREACH PACKAGE ASSEMBLY 		

*Subcommittee

**Subcommittee Can Possibly Be Combined

KEY SECRET INGREDIENT TO SUCCESS

We shouldn't attempt anything for the Lord without first seeking His direction. Focus on God's Goodness Count your blessings and consider the people who are going to benefit from the event! Talk about it often; pray about it always. Jesus said it best: "Ask and it will be given to you; seek, and you will find; knock and the door will be opened to you." (Matthew 7:7)