Ideas for Planning a Women on Mission Event

How do I plan successful missions events?

Have a purpose in mind
What do you want to accomplish? Your overall purpose should drive your planning.

Identify your audience
Plan for and communicate specifically to them. There is a definite link between planning and promotion—they have to be done together.

Set the calendar
Pay attention to other events on the church calendar, community calendar, and even prime-time TV. Each of these calendars can affect the success of your event. As needed, adjust beginning and ending times as well as the date. You will never find a date convenient for everyone, but do avoid major conflicts for your audience.

Choose a theme for the event
Let program participants know the theme, and ask them to relate their part of the event to that theme. Build everything around the theme—from decorations to printed materials to the titles you give to speaker messages.

Involve different people at the event
This builds attendance and creates a climate of inclusiveness.

Start on time
Starting the event on time is vital. Even if people are still coming into a general session, start on time. Start with elements, such as an opening song, that allow time for late participants to arrive.

Plan with the end in mind
Too often we think about the starting time but give little thought to the time we will finish. If an event goes too long, especially at night, people get restless and childcare becomes an issue. To end on time, assign a specific amount of time to every item on the event's agenda, add up the assigned times, and make sure your total program fits the time available. Let each participant know exactly how much time is assigned. Include the ending time in your publicity, but plan to end earlier than the announced ending time.

Make the event enjoyable!
Have something interesting or fun for everyone.