

# 7 Steps For Successful Church Events

with Deborah Ike



In this **Application Guide**, we will help get you and your team ready for your next big church event. Events can be such a vital part of reaching our community, but nobody, I mean nobody, I mean not even you wants to attend a poorly planned or lame event. And on the flip side, you don't want to put unnecessary stress on your staff and volunteers just to make sure the event is a good one. Cause guess what, next time an event comes around, your staff and volunteers will dread getting involved instead of being excited.

After watching Deborah's video, start working through this guide. You might choose to do it along as a leadership team so that you can work to incorporate better vision focused events, or you might hand off this guide to an event coordinator and their team to work through. This guide will help you think through some of your past events and make a plan for the future. Also, be sure to download our **Event Planning Worksheet** and **Event Coordinator Checklist**.

## Event Assessment Questions:

List what events does your church typically run on a yearly basis?

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What is the vision/purpose for each of these events?

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What are the top 3 most successful of these events? Why?

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## ACTION STEPS

*Notes don't change anything.  
Don't take notes, take action!*

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**Elimination:** This one needs very little explanation. If you simply have too many events going on you need to cut some of them out. Just like a healthy tree, you have to prune branches so that the branches which are producing fruit will receive more nutrients.

Take your list of events from above and go through the questions supplied below. Once finished, you will be able to adequately evaluate all your events side by side and determine your next actions.

**Event**

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Number of Staff/Volunteers Needed \_\_\_\_\_

Time needed to set up/prepare \_\_\_\_\_

Vision/goal of event \_\_\_\_\_

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Number of Staff/Volunteers Needed \_\_\_\_\_

Time needed to set up/prepare \_\_\_\_\_

Vision/goal of event \_\_\_\_\_

**Event Evaluation Questions:**

Which event takes up the most volunteers?

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How can you reduce the number of volunteers needed for that program?

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Which event pulls the most money and resources?

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Have the results of this event been worth the amount of energy and resources poured into it?

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Which events can you take through the reducing process?

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What things need to be reduced in them?

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What events share a similar purpose and can be combined?

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What events do you need to consider eliminating?

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Why do they need to be eliminated?

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