

“WHERE DO YOU FIND SATISFACTION” Event Planning Checklist

2 Months Out

- ___ Identify possible venues and dates for the event. Make sure dates do not conflict with major campus events. Begin the process of securing a location for the event.
- ___ Confirm date with David Williams and others (i.e. music groups, MC).
- ___ Present the outreach event to other campus ministries in order to include them.
- ___ Pursue funding for the event (if you are with the U.S. Campus Ministry of Campus Crusade for Christ contact Larry Stephens about scholarship monies to bring David in. For more information please go to website*).

6 Weeks Out

- ___ Establish Prayer team to lead the local movement in prayer for the event (see page 4 of Event Prep manual* for ideas).
- ___ Select and appoint event committees as required (Publicity; Physical Arrangements; Follow-Up – see pages 5 & 6 of Event Prep manual* for ideas).

4 Weeks Out

- ___ Review and re-confirm facilities and equipment reservations.
- ___ Begin designing publicity: go to website* for ideas
- ___ Tell entire Cru movement about the outreach event. (May want to have a bible study on developing a heart for unbelievers and our commission to reaching them with the gospel)
- ___ Challenge every member of Cru to write down the name of 5 people on campus who do not know Jesus and commit to pray for them to come to Christ at least once this week

3 Weeks Out

- ___ Encourage Cru members to pray for their 5 people at least 5 minutes a day for 5 days this week
- ___ May want to have some training time during weekly meeting to equip every member of movement to share their faith story (testimony)

2 Weeks Out

- ___ Encourage all involved students to engage the 5 people they have been praying for by building bridges (i.e. going out for coffee, working out together, going to lunch, look to meet a need, invite them to bible study, share your story and ask them to share theirs, give them a book that you can talk with them about later)
- ___ May want to have training this week on using surveys and Knowing God Personally booklet (see page 6 of the Event Prep manual*). Afterwards go out sharing.
- ___ Start putting up flyers around campus to start a ‘buzz’ about the event

1 Week Out

- ___ Continue placing posters and flyers on campus. Build up volume as event date nears.
- ___ Go out doing “Where do you find satisfaction?” Surveys*, Solariums or Quest Surveys.
- ___ Cru members are challenged to invite the 5 people they have been praying for to the event

48 hour Blitz

- ___ Kick event promotions up a notch: chalking, “Idea Board”, surveys, passing out fliers and word of mouth.
- ___ Plan promotional activities at or near venue site for day of event.
- ___ Implement 24-hour prayer chain and incorporate others in praying for the event.
- ___ Print out comment cards.*

Day of Event

- Campus promotional blitz continues. Focus on “flyer-ing” dorms, common areas and other high traffic areas.
- Gather students to pray with David an hour before the event.
- Assign someone to be responsible for compiling results for event.
- Place comment cards and golf pencils under seats.

Immediately Following Event

- Gather comment cards.
- Meet together to debrief and pray.
- Begin planning and executing follow-up strategy.

Within 1 Week After the Event

- Send results summary form* to David at david.williams@uscm.org.

* These can be found at www.davidwilliamsspeaks.com (schedule David tab)