

Hosting a Weekend Event

Suggestions for a successful group:

3 to 6 months out:

- Obtain approval from pastor, church leadership or governing committee.
- Choose a weekend date for event.
- Fill out order form from website and purchase curriculum.
- Read through entire curriculum and start recruiting volunteers.
- Start advertising for volunteers.
- Start working with youth leaders in your community to gain their support.
- Select which agenda fits best for your situation.

8-12 weeks out:

- Hold informational meeting for potential volunteers.
- Create a promo spot on your website's homepage with on-line registration – if possible. If on-line registration is not possible, include a PDF registration form which can be printed out and mailed in with the payment.
- Set dates for on-site registrations. It is recommended that all registrations be paid in advance. This guarantees a reliable list of attendees, and aids you in planning for the conference.
- Assign a promotions committee. Begin designing posters, bulletin announcements, church and community advertising, newspaper ads, etc.
- Assign a food committee.
- Assign hospitality (registration/greeter) committee.
- Begin working with radio stations to secure promo spots closer to date, if available.
- Send letter from Senior Pastor or Youth Pastor to surrounding area churches (60 mile radius) along with promo information encouraging them to promote this event.
- Obtain college age small group leaders for the weekend event. It is encouraged to have one leader for no more than 6 youth and they should have past experience with divorce in their family.

4 to 8 weeks out:

- Begin advertising in local churches, schools, coffee shops, counseling offices etc.
- Place promo posters in prominent places throughout your facility.
- Begin advertising with verbal endorsement from the pastor on Sunday mornings.
- Mail letter from Senior Pastor or Youth Pastor endorsing and encouraging parents from your youth program to register their children.
- Bulletin and newsletter announcements or inserts.
- Hold Small Group Leaders meeting.
- Go over leader responsibilities.
- Review small group application and activity worksheets.
- Explain importance of connecting one on one with teens in their groups.
- Hold a planning meeting.
- Verify meals and snacks are being taken care of.
- Verify advertising is active.
- Assign registration table volunteers.
- Verify adequate supervision is covered for overnight supervision.
- Select movie to watch, if you are having one.
- Discuss room set up or decorating.
- Find a blended family and single parent family leader.

2 to 4 weeks out:

- Do promo spots on local radio stations.
- Start registering teens and have parents fill out Parental Waiver forms.
- Continue with advertising to hosting church, local churches and community.
- Continue with Sunday morning pulpit announcements.
- Prepare supplies for weekend.
- Stepping Stones
- Cut out band-aids
- Make big broken heart for band-aids
- Twister mats
- Big D Candy questions
- Cut out Comfort Cards
- Make fishing pole for Communication 101
- Make cross for Take it to the Cross
- Purchase supplies
- M&M's and Skittles fun size bags
- Stamps and envelopes for 3 month goals
- Purchase any decorating supplies
- Make sure all food and snacks are purchased
- Candy for Big D Candy
- Index cards
- Bagels



2 weeks to before event:

- Work on decorating the rooms.
- Meet with small group leaders and go over agenda.
- Meet with planning committee to ensure everything is covered.
- Verify leaders for groups (stepping stone & family type leaders) are prepared.
- Make copies:
 - Registration forms
 - Parental Release forms
 - Your Own Story worksheets
 - Pass the Feeling worksheets
 - Comfort Cards
 - Goals
 - Evaluations

Suggested volunteers:

- 1 lead organizer and teacher
- 1 small group leader per 6 youth
- 4 stepping stone leaders
- 2 family type leaders
- 2 food committee volunteers
- 2 decorating committee
- 2 – 4 overnight security (if an overnigher)
- 2 – 3 hospitality committee (registration & greeters)
- 2 advertising committee
- 1 worship leader is applicable