



Thank you so much for the opportunity to do a Blessed Day Devotional Workshop with you! I'm so honored and pray often that I won't get in God's way as he ultimately has control over all of this! I've accumulated some "tips and tricks" for a successful event from past hosts/hostesses and included them below. These are just suggestions!! This is YOUR event and I know you will put your own flair on it.

Please let me know if there is ANYTHING I can do for you. We will talk through most of this in our phone calls, but it is just helpful to think about and use to help plan. Thank you again!

Nici

Suggested Timeline:

1 -2 months out

- Choose and date, time, and location. Fill out hostess form and send to Nici.
- Gather promotional materials (Nici will have these if you want to use them.)
- Decide how you will have people RSVP. Workshops that encourage RSVP seem to function more smoothly. It's so hard to plan when you don't know how many to expect.
- Start a Facebook group, or plan on how you will promote the event. (If you will tag or "invite" Nici, she will make posts and videos throughout the time leading up to the workshop.)
- Assemble a team of willing hearts and hands to lighten the load. 😊
- Start inviting! Utilize social media, church announcements, bulletin, and of course...PERSONALLY INVITE OTHERS! A personal call or text goes a long way!
- PRAY for the event!

1 month out

- Plan how the event will look – time frame for the event, décor, etc.
- Collect door prizes (if you choose to use them. Nici will give away 1 journal)
- Plan food, snacks, etc.
- Talk to the church or location to make sure you have what you need for the event. Microphone, tables, screen, wifi password (for Nici), etc.
- Post about the event on social media and do some more promotions
- Reach out to area churches to see if they want to promote the event at their church.
- PRAY for the women God is preparing to come!

2 weeks out

- More promotions! Church, Social Media, Flyers, Send personal invites.
- Finalize team duties
- PRAY for your team!

1 week out

- Let Nici know how many you are expecting at the event
- Post on social media again...and every day this week!
- Check in with team that everything is on plan.
- PRAY for Nici (her anxiety is probably getting stronger day by day!)

Day of event

- WHAHOOO!!! It's HERE!!!
- Nici will meet you at the church about an hour before the event begins.
 - Small table or podium near where she is speaking
 - Banquet Table where she can set up display and journals
 - Wifi Password handy
 - Screens or technology ready
- PRAY!!! Pray for the safety of those coming to the event. For their hearts to be still and that satan would not get in the way of what God wants to do! Pray for open minds and excitement for the attendees. Pray for peace for the team.