

**Step by Step**

*Guide to Getting the More Out of Your*

*Discipleship Uncomplicated* Event

Step 1: Choose the type of event that works best for you

* Keynote special event speaker/preacher
* 2-hour overview conference
* 2-day conference
* Overnight Retreat
* Weekend Focus (Friday evening, Saturday, Sunday)
* Sunday Morning & Evening
* Sunday Morning Single Inspirational Message
* Event Breakout Session Leader
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 2: Set location, dates, & time

* Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Times: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Best Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Step 3: Enlist people to PRAY for this event and start believing GOD for great things!

Step 4: Create an event reach list

* Create a complete list of names and contact information. The two most important pieces of information are their NAMES and HOW TO CONTACT them.
* Include **Essential information: Names, email, phone number**, and Social Media Information: Facebook, twitter, LinkedIn
* How many people are on your reach list? \_\_\_\_\_\_\_\_\_\_\_

Step 5: Pre-order Discipleship Uncomplicated books

* Pre-order Books at [www.warrenTALKS.com](http://www.warrenTALKS.com) **You will not be charged for books you do not use**. Put this book in the hands of your leaders and key people and encourage them to generate interest in the groups they lead.
* Plan to order 2 books for every participant and 4 books for every leader. #\_\_\_\_x2 = \_\_\_\_ + #\_\_\_\_x4=\_\_\_\_\_\_\_\_
* How many books do you need to order? \_\_\_\_\_\_\_\_\_\_ (total)

Step 6: Start promoting and keep promoting

* Personal Invitation (Coach every leader to personally invite 3 people using these words, “I want you to come to this event with me?” Nothing beats a personal invitation!
* Your Website \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Your Facebook page \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Your Twitter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Your Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Invite Cards
* Hand written cards
* Phone calls
* Announcements
* Bulletin inserts
* Flyers

Step 7: Prepare facilities for the event

* Seating
* Greet guests
* Gift, Program,
* Food
* Audio Visual
* Volunteers
* Materials

Step 8: Send this completed guide to whhaynes@gmail.com