

Conference Planning

Planning Time
Date:

Format

- Why are we doing this? page 2
- What is the story? page 3
- How will we do this? pages 4-9
- Where will it happen? page 10
- Who will do it? page 11
- When will it be done? What will it cost? page

Why are we doing this?

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Proposition: Every _____ (audience)
can/should _____
(how?/ why?)

Response: by/ because of _____

Key Word: _____ (plural noun)

Reasons: 1. _____
2. _____
3. _____
4. _____

What is the story?

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Five Secrets of Storytelling from the MovieMakers

(taken from the book "The Dirt on Learning" page 78, Thom & Joani Schultz • Group Publishing)

Simplicity: Don't complicate. Be able to describe your story in one line. With Jaws it was "Huge shark eats people." With Titanic: "Big ship sinks."

- What is the story in one line? _____

Suspense: It's the wondering-what's going to happen-in-the-end that pulls people through a story.

- What is going to happen in the end? _____

Shared Emotion: When you tap people's emotions, you lock them into the story.

- How will we emotionally connect with people? _____

Seamless Story: Each story element flows into the next. This often requires cutting superfluous material.

- What are the essentials of the story? _____

Surprising Start & Sudden Stop: Great movies bring you into the action before you know what is going on. And they end with a quick punch.

- What is the surprising start? _____
- What is the sudden stop? _____

How will we do this?

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Meeting Planning:

Meeting # 1

Theme:

Meeting # 2

Theme:

Meeting # 3

Theme:

Meeting # 4

Theme:

Meeting # 5

Theme:

Where will it happen?

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Map of Location:

Contact Person at Location:

Phone #

Fax:

Email:

Cell:

Equipment Available:

Who will do it?

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Delegation of Responsibilities:

Director:

Responsibilities:

Prayer Director:

Responsibilities:

Program Director:

Responsibilities:

Publicity Coordinator:

Responsibilities:

Workshop Coordinator:

Responsibilities:

Facility Coordinator:

Responsibilities:

Registration Coordinator:

Responsibilities:

Financial Coordinator:

Responsibilities:

When will it be done?
What will it cost?

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Timetable:

What needs to be done?

-
-
-
-
-
-
-
-
-

When must it be done?

Budget:

What are the income/expenses?

-
-
-
-
-
-
-
-

What is the estimated cost?