



National Day of Prayer Thursday, May 5, 2011 Community Event Planning Guide

Tasks:

1. Contact your NDP State or Regional Leadership Coordinator to let them know that you are interested in hosting an event and what type of event you would like to plan. If you have not already done so, fill out an online application to become a coordinator. Review the Resource Manual (PDF) located within this kit.
2. Visit the National Day of Prayer web store to view the 2011 themed resources. Be sure to check out www.NationalDayofPrayer.org to learn more about the NDP Task Force and what is taking place around the country.
3. Present your burden to your own church leadership for prayerful consideration and support. Consider showing them some of the videos within this kit. Ask God for one or two others who can be your prayer accountability supporters (your core team). Pray for other churches in your area to desire to work together.

Ask God in your prayer time for the following:

- People to pray with you and be your prayer accountability supporters and core committee.
- Churches to be unified.
- Churches to catch the vision and join your efforts.
- A site to host the observance.
- Inspired people to speak and pray at the event.

Step 2

Tasks:

1. Create a team to help you plan your community event. No community event is created without the help and talents of many. Look for people with gifts in organization, publicity, communication. Set up a regular planning meeting schedule and stay in touch with your state coordinator for ideas, help and

support.

2. Find out if you can attend a Ministerial Alliance meeting and update them on your spiritual and physical plans and needs.

- You may want to ask for a donation to help pay for the bulletin inserts, posters, brochures and other event materials.
- If there is no established Ministerial Alliance, or if you cannot participate, consider setting up a meeting date and schedule by the end of February for all church leaders involved to meet and pray together.

3. Know your community, what the needs are, who the leaders are and if any of them are Christians. Where is your community spiritually, and which areas need improvement and prayer? Increase public awareness. What public venues are available and what are the rules for having an event at those locations.

Your goal is to have all these questions answered before moving to Step 3:

- What kind of observance you will have: Prayer breakfast, courthouse or youth event, church Sunday Call to Prayer and Thursday observance, Jericho Walk, Concert of Prayer, Prayer in the Park, etc.
- What time of day and the length of time for the observance?
- Where will it be held and arrangements to make the reservation?
- Who will lead in prayers, be the emcee and be your speakers?
- Who will lead in music and what music will be played?
- Who will be in charge of publicity and printing, prayer events, fundraising, attaining sponsors?
- Who is the prayer coordinator?

Step 3

Tasks

1. Follow up with Government officials regarding your request for space and time for the observance.
2. Plan your media campaign. Check out the Public Relations/Press Release section of the Resource Guide (PDF) located within this kit. Radio and Videos downloads are also available at www.NationalDayofPrayer.org.
3. Firm up your program and speaker commitments. Consider assigning topics for prayer and draft a tentative agenda. You can use the 2011 NDP Theme Prayer Guide if desired.
4. Are there any technical issues with the space you are using for the event? Permits, options for inclement weather, parking, permits, insurance? If you have questions about these issues, contact your state coordinator for guidance.
5. Meet with your planning committee weekly during the weeks prior to NDP.
6. Post your event on the [event page](#) using the new "Post New Event" link.

Final Steps

"...the difference between those who finish well and those who don't is closely linked with one's willingness to persist in a lifestyle of 'inquiry' of God through prayer."

- Pastor Bob Hallman

1. Pray

- Pray with participants before your observance. (Note: If you have gifts for the speakers, be sure to have them ready to distribute shortly after their presentation)
 - Arrive early, check the site for necessary set-up and last minute glitches.
 - Make sure volunteers are assigned to distribute programs and "I prayed" stickers.
 - Consider the needs of your audience such as chairs for the elderly.
 - If it is an outdoor event, be sure to have your permit handy. Allow for 2-hours for final set-up and sound checks.
 - Be sure to have the American Flag along with water bottles for the speakers.
 - Call and invite the media to come and join you.
 - Post "attendance gives permission" signs. Have someone take pictures and write an article for the newspaper in case the media does not come

- **Praise**
 - Spend time in prayer and praise for your event
 - Prepare thank-you letters to all speakers, church secretaries and others who helped in the event. You may want to write a letter to the editor thanking the businesses, leaders and pastors for their help and participation with the observance and a reminder to continue to pray for the country throughout the year. Include a short, encouraging testimony about the event.
 - Fill out the event report on the NDP Web site. Your event report will be tabulated and reviewed for Task Force media interviews and reporting. Also, e-mail or call your state coordinator and let him/her know the results of your event and if there is something special to report.

** Remember this is only a guide with a suggested timeline. Some types of community events take longer to plan, and some come together faster. **It's never too late** to plan an event in your community. Get in touch with your State Coordinator and start today.

