

TIPS TO HELP MAKE YOUR EVENT A SUCCESS



Do make full use of the resources pack – it includes suggestions, prayer ideas and publicity material that could save you time and energy as you plan your event.

1. **Form a planning group** of 3-5 people from across the churches in your area representing teachers, parents, school governors, church leaders and prayer coordinators.
2. **Be sure everyone understands the aims of the evening:**
 - to bring together Christians to pray for local schools
 - to plan an ongoing, unified prayer strategy for local schools
 - to identify needs and opportunities and how Christians could respond
 - to inspire church leaders, Christians involved in education and other individuals to make this happen, through prayer and action
3. **Work together on the mailing list.**
 - **List** local church leaders/local prayer networks/Christian schools workers/ Heads, teachers/other school staff/LEA representatives/local councillors
 - **Use** the templates in the pack to create personalised invitations to church leaders, head teachers and others. Share out the contacts so each letter comes from an individual rather than seeming anonymous
 - **Send** these out as soon as you can to give people advance notice
4. **Maximise on this opportunity.**
 - **Invite young people** to participate and attend. Their presence and enthusiasm for sharing their faith will be a special encouragement
 - **Try to involve as many people as possible** and provide space for local churches and groups/national organisations to put out their literature etc. so everyone feels they 'own' the event
 - **Consider splitting the evening**, especially if you expect those who are not Christians to come
 - Part 1** can be a time to present information about local schools and suggest ways Christians can contribute: helping with lessons, assemblies, mentoring, volunteering, supporting Christian groups within the school and praying
 - Break** for refreshments - time to mingle and look at displays
 - Part 2** can then be dedicated to worship, testimony and prayer.
5. **Think about what response you want** from those who attend.
 - Have a sign-up sheet to gather accurate information about people. (sample in Resource Pack)
 - Give out response forms allowing them to express interest in future activities or sign up for any relevant local initiatives.
6. **Announce follow up activities** and distribute publicity flyers for them to pass on to others.
 - Prayer walk around the area
 - Setting up of new prayer groups for local schools
 - Joining in with national and Europe-wide events
 - www.prayforschools.org/events/event-resources has more information and links to relevant websites and resources.