



EWOMEN
EXTRAORDINARY WOMEN
Event Planning Guide

Event Schedule

8:30 am – 2:30 pm **Pacific** 9:30 am – 3:30 pm **Mountain**
10:30 am – 4:30 pm **Central** 11:30 am – 5:30 pm **Eastern**

Program

Pacific

8:30 Worship and Welcome
8:45 Michelle McKinney Hammond
9:40 Break
10:00 Stormie Omartian
11:00 Lunch Break, including a special performance by John Tesh at 12:00
12:30 Delilah
1:00 Joni Eareckson Tada
2:00 Q&A
2:30 Close

Mountain

9:30 Worship and Welcome
9:45 Michelle McKinney Hammond
10:40 Break
11:00 Stormie Omartian
12:00 Lunch Break, including a special performance by John Tesh at 1:00
1:30 Delilah
2:00 Joni Eareckson Tada
3:00 Q&A
3:30 Close

Central

10:30 Worship and Welcome
10:45 Michelle McKinney Hammond
11:40 Break
12:00 Stormie Omartian
1:00 Lunch Break, including a special performance by John Tesh at 2:00
2:30 Delilah
3:00 Joni Eareckson Tada
4:00 Q&A
4:30 Close

Eastern

11:30 Worship and Welcome
11:45 Michelle McKinney Hammond
12:40 Break
1:00 Stormie Omartian
2:00 Lunch Break, including a special performance by John Tesh at 3:00
3:30 Delilah
4:00 Joni Eareckson Tada
5:00 Q&A
5:30 Close

Follow these simple guidelines to make your Extraordinary Women satellite event a huge success:

Recruit a team of people to help with the details:

- Publicity
- Tickets/Attendance Cards
- Facilities Setup/Cleanup
- Technical
- Lunch/Refreshments
- Program Guides for Attendees
- Child Care (optional)

Publicity

Start promoting the event as early as possible, so women can put the date on their calendars.

The VHS (in your kit) contains a short video about the Ewomen event that will get the women of your church excited about attending!

You can download additional promotional materials at:
www.ccnonline.net/broadcasts/evt_01nov03.

On this website, you'll find professionally designed PDFs that can be modified to include your church information:

- Flyers (color or black & white)
- Bulletin Inserts (color or black & white)
- Postcards (color or black & white)
- Tickets (black & white)

...plus a selection of modifiable PowerPoint slides.

Please note that the downloadable print materials are rather large files, and may take 2 or 3 minutes to download on a dial-up connection.

Here are some ideas to help you get the word out:

- Make announcements on Sunday mornings – Be creative! Make it fun!
- Show the promotional video during your Sunday services and in your Sunday School classes
- Hang posters in your church and in your community:
 - Christian bookstores
 - Schools
 - Businesses
 - Other churches
 - Stuff bulletins with inserts and put additional copies on your information table
- Contact Women’s Ministries of other churches and get them on board!
- Provide bulletin inserts, flyers, and postcards for other churches
- Ask your local Christian radio stations to announce the event
- Make announcements in your small groups, Sunday School classes, MOPS groups, etc.
- Organize a phone campaign to the women of your church
- Put a write-up in your bulletin and newsletter
- Send an email to the women of your church
- Use the church website to promote the event
- Publicize the event at local Christian schools
- Announce the event on your church marquee
- Hang a banner in your church
- Encourage the women of your church to invite other women!

Tickets/Attendance Cards

- You may charge admission or offer Extraordinary Women as a free event.
- Downloadable, modifiable tickets are available at www.ccnonline.net/broadcasts/evt_01nov03
- We will send you a package of attendance cards for your attendees. Each woman who fills out a card will receive a *free gift* from EWomen Association.
- Please collect the cards and mail them to:
ATTN: Andy Barrick/EWomen Association
1639 Rustic Village Road
Forest, VA 24551

Facilities Setup/Cleanup

- Make sure the viewing room is a comfortable temperature and well-ventilated.
- Test the viewing screen for “viewability” from all locations in the room.
- Post signs directing attendees to rest rooms, lunch area, child care, etc.

Technical

It’s very important to have someone who will be responsible for testing your satellite equipment prior to the broadcast. **We’ll email you a testing schedule with detailed instructions.**

- Perform the Basic Equipment Test.
- Participate in the Live Broadcast Test on Thursday, October 30.
- Turn on all equipment 30 minutes before the broadcast. Check sound levels.

THE ONLY WAY WE CAN GUARANTEE YOUR RECEPTION OF THE EVENT IS IF YOU PARTICIPATE IN THE REQUIRED TESTS AND RESPOND TO OUR TECHNICAL DEPARTMENT.

Lunch/Refreshments

There will be a 20 minute morning break and a 90 minute lunch break including a special performance by John Tesh during the last 30 minutes of the lunch break.

- You may include the cost of lunch in your ticket price.
- Plan on a simple box lunch. Check with local caterers or recruit volunteers.
- If you choose, you can provide refreshments for the break, such as donuts, cookies, fruit, coffee, iced tea, etc.

Program Guides for Attendees

- Download the PDF Program Guide which will be available on www.ccnonline.net/broadcasts/evt_01nov03 by October 24. Make copies for your attendees.
- Arrange for Program Guides to be handed out on the day of the event.
- We will be sending you some printed materials from EWomen Association and World Vision. Please distribute these with the Program Guides on the day of the event.

Child Care (Optional)

You may want to provide childcare for your attendees. This could be a service project for your Youth Group!

We Value Your Feedback

At least one week before the event, a **Site Coordinator Feedback Form** will be available on www.ccnonline.net/broadcasts/evt_01nov03. Please download, print one copy for your use, and fax it to us after the event at 650-745-0660.

Have An Extraordinary Day!