Simple 90-Day Church Hosting Guide
Heaven, How I Got Here
A simple timeline for your church

1. **Plan with Prayer — 3 Months Before**
   - Pray for the event.
   - Choose a date.
   - Reserve a room.
   - Build a small volunteer team.

2. **Promote & Invite — 2 Months Before**
   - Create an event page on your church websites.
   - Announce the event during church services.
   - Share the event on social media and your website.
   - Encourage church members to begin praying for and inviting their friends.

3. **Prepare & Confirm — 1 Month Before**
   - Confirm all volunteers and their responsibilities.
   - Test the video, sound, and presentation equipment.
   - Prepare invitations, signs, connection cards, and any printed materials.
   - Continue inviting guests and remind church members to pray for those they have invited.

4. **Final Preparation — 1 Week Before**
   - Send reminders to volunteers and guests.
   - Perform a final technology check.
   - Set up the welcome table and refreshment (optional).
   - Pray together as a team.

5. **Event Day**
   - Welcome guests warmly.
   - Show the film.
   - Share a short Gospel message.
   - Offer prayer and conversation.

6. **Follow Up — Within One Week**
   - Thank guests for attending.
   - Invite them back to church or a Bible study.
   - Continue praying for them.

Simple Event Schedule

- 6:30 PM – Doors Open
- 7:00 PM – Welcome
- 7:05 PM – Film
- 7:45 PM – Short Gospel Message
- 8:00 PM – Prayer & Fellowship

Church Hosting Checklist

☐ Pray
☐ Choose a date
☐ Reserve the venue
☐ Recruit volunteers
☐ Launch promotion
☐ Train volunteers
☐ Test equipment
☐ Welcome guests
☐ Share the Gospel
☐ Follow up with guests

"Therefore, my beloved brothers, be steadfast, immovable, always abounding in the work of the Lord, knowing that in the Lord your labor is not in vain." 1 Corinthians 15:58

Keep This in Mind

“A successful event isn't measured by attendance alone, but by faithfully sharing the hope of Jesus Christ in a welcoming environment where people can hear the Gospel.”