

## *Things to Consider.....*

**Meal/Program** If the event is a meal/program combination in the same room, please be mindful that your meal should begin promptly at the publicized time. The speaker would like to begin her presentation at the very least 45 minutes after the meal begins and at the very most, one hour after the meal begins. (It does not matter that everyone has finished their meal, it is more important that the program begin in a timely fashion.)

**Suggestion concerning door prizes:** It is the speaker's personal opinion that people do not attend Church events to receive door prizes. **While door prizes are a nice "surprise" to the one who receives them, the process of disbursing them can drain time and energy from the overall program.**

If door prizes are *absolutely necessary*, please limit the number of give-aways to five or if your tradition includes giving many (more than five) please consider a speedy method of passing them out:

- You may want to consider announcing winners all at one time, putting the recipient's name on the item, and placing them on a table in the departure area.
- Or, you may want to have "runners" (several people who can immediately run the item to the winner)...be sure to coach your announcer to *quickly* read the names and "keep the ball rolling".

**Thank-you's/Acknowledgements/ Cell Phones** Please keep thank- you's and comments of appreciation to a minimum. Consider putting things of this nature in the program or on power point to avoid taking valuable platform time. **Also, an announcement regarding turning off cell phones can quickly be made or better yet.....put on power point during the preliminary portion of the program.**

*Please be mindful that these suggestions are made to maximize the effectiveness of the overall meeting and to increase the impact of the most important goal.....communicating the Gospel.*