



EVENT ORGANIZER/ MINISTRY LEADER GUIDE

First, thank you. Thank you for trusting and partnering with us to minister to your women. We and our friends at in:ciite events are here with you and available to answer any questions you may have as you prepare for this incredible weekend.

As you know Renovated is a women's conference focused on strengthening wives and marriages through biblical truth. It includes a 4-part teaching, small groups, and worship. The keynote messages focus on gaining a fresh perspective on our role as wives, what it means to be the "helpmate," what biblical submission is and isn't, along with an honest look at sex in marriage.

Your leadership at *Renovated*, as well as that of your small group leaders, is an important part of the overall *Renovated* experience. What you do is as much a part of the conference as the Keynote messages and the worship.

We've compiled what we hope is a helpful guide and resource for you as you begin preparing, organizing, and planning your event.

PRAYER

Pray. We know the enemy is out to destroy marriages. We are on the front lines with our women and we must wield our greatest weapon!

If you haven't already, put together a dedicated team of prayer warriors who will begin to pray for this weekend. If you'd like to be included in prayer emails specifically from THE WELL about Renovated, email prayer@thewelltraining.org.

We will host a live ZOOM call prayer meeting beginning on July 29th and every LAST THURSDAY OF THE MONTH beginning at **9am PT/ 10am MT/ 11am CT/ 12pm ET** for all host sites and anyone from their prayer team that would like to join this collective effort to pray for the women who will be attending Renovating and the churches and ministries hosting.

Here is the ZOOM information and link. It will not change:

Link: <https://zoom.us/j/98559463848?pwd=N1BlcCtEWVJkZ0ovQ2JlV3k3Z0Vudz09>

Dial in: (312) 626-6799

Meeting ID: 985 5946 3848

Passcode: 845395

CHOOSING YOUR SMALL GROUP LEADERS

We suggest groups of no more than 8 women.

Renovated is open to any woman who is married or marriage minded. This may mean you have a combination of both married and single women who attend. You may consider choosing a mature, faithful single woman to lead a singles group. This is not 100% necessary but as you know each has its own struggle and there may be an opportunity for more transparency.

Ensure your leaders receive the **Small Group Leader Guide** prior to the event so they understand their role and responsibilities.

ROOM ATMOSPHERE / SET-UP

Every church is different both in size and set up. As this is more of a participatory conference, we suggest, if possible, that you set up the room with tables and chairs. This will help your attendees take notes, but will also easily split them into groups.

RESOURCE YOUR TABLE LEADERS

You will be provided a .PDF handout to print for all your attendees. However, this handout will NOT contain what your church or city can offer as far as resources such as counseling, women's study groups, marriage/ divorce care, post-abortive groups, recovery groups for addictions and co-dependency, husband/wife marriage conferences, etc. We suggest you create an additional page or resource for your attendees, providing them with any/ all information or assistance they may need at the conclusion of the conference.

SHOULD I SELL TICKETS?

Selling tickets is a great way to recoup your costs associated with hosting the event. Many sites choose to sell tickets while others offer the event as a gift to their group or community.

Should you choose to sell tickets, we highly recommend Brushfire Ticketing. Brushfire specializes in working with churches and ministries. Unlike Event Bright, and other online ticketing platforms, Brushfire understands the unique communication needs of churches and has a customer care center trained to meet the needs of ministries and churches. Please visit <https://www.brushfire.com/> or email in:ciite and we'll connect you.

We also ask, should your event net a profit, to consider giving back to the ministry who provided the content. We work with so many ministries that operate, create content, and minister to others through the generosity of giving. Learn more about The Well Training Ministry here: <https://thewelltraining.org/support/>

MEALS

The lunch break is 90 minutes so we suggest that you choose an option for lunch that would be easiest for your group. If you have restaurants close by, you could release your attendees for a quick lunch out. We suggest having a list of restaurants ready for them as they leave.

Another option would be to provide a box lunch for women to eat onsite. Having lunch on site gives them the opportunity to discuss what they have been learning through the conference.

Some churches, depending on your location and size, have even brought in food trucks with great success!

Whatever you choose, choose an option that is easy and works for your group!

EVENT PROMOTION

Renovated is a very unique experience consistently encouraging women to be vulnerable and honest. Some may think this means keeping the event private and exclusive to the women of your church. We challenge you to pray fervently about what God might want for the event in this area. Previous Renovated conferences have shown that mixing women who do NOT know each other, and may NOT go to the same church or community spaces lead to even more opportunities for honesty and transparency.

If you do decide to promote your event to the community, we want to equip with tools you'll need to spread the word to your community. We've included some simple and effective ways to ensure everyone knows when and where your event will be happening. To get you started, we've created flyers, posters, a video, bulletin inserts, tickets, and PowerPoint slides that can be customized to include your site's location, contact information, and registration details. You can then print or distribute these items to potential attendees via email or social media. All promotional materials are available for download at <http://www.Renovated.live/resources>.

NEWSLETTERS

in:ciite Events will be sending a "Know Before You Host" newsletter once per week to make you aware of important conference broadcast details. Please make sure you are receiving these emails and that you read each week.

If you have any additional contacts you would like to receive the newsletters, you can email info@inciite.com. It is important that the person you have chosen to oversee the technical aspects of the conference broadcast is receiving the newsletters.

TECHNICAL/ PRODUCTION

Many times, the production portion of the event is an area that is handled by a different person or department; therefore, in an effort not to overwhelm, we've created an completely separate document containing all the "need to knows" for your technical director, soundman, or volunteer overseeing the actual presentation pf the Simulcast. Please refer to the TECHINCAL SPECS document included with this packet.