

TIMELINE

Spread the Word! | Get Creative! | Consider your attendees!

Venue Administrator

Download the [Venue Checklist](#), Verify the location meets the criteria outlined, and Sign the document to confirm.

Event Host

[Review and Sign the Event Agreement & Pay the Deposit](#) to Confirm your Event Date.

Catering Manager

The Heart Share Group will find an eatery to provide food at the Event a few months out.

Resource Donors

If you know people who would like to donate to pastors & ministry leaders, send them to [our resource donor page](#) so they can get involved!

Recommendations

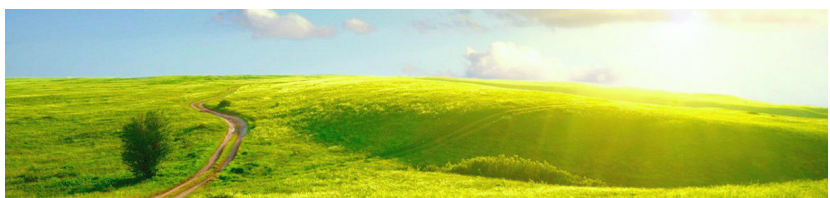
We recommend that you post about the event frequently & in a variety of locations. Posts should increase in frequency as the event gets closer.



Marketing Preparation

Jack Eason is a Pastor, Business Owner, and Executive Director of his nonprofit *The CUPS Mission*. He has over thirty years of experience in management, fundraising, and supporting ministries.

Usually, Jack is the keynote speaker at The HONOR Events, but occasionally we will have (a) guest speaker(s) or a combination of both.





Marketing Coordinator

The *Heart Share Group* provides its clients with Email Marketing & Telemarketing; you are responsible for all other forms of Marketing, including Social Media Marketing. To ensure a successful event, plan your Marketing timeline well in advance.

Download Images from HONOR Website, Post to Social Media, and Share on Your Organization's Website. We will handle emailing.

We will collect the names and email addresses of churches within 30/mi of the venue and invite their pastors to join us! We will do this six months out and send an invite monthly. A newsletter will be sent 2 months before the event. A reminder email will be sent 2 weeks before the event & the host will be called with RSVP numbers. Gift bags will be sent to the event local a month ahead of the event. The host will receive the invoice the day of the event.

Thank you letters/surveys will be sent the day after the event.

Past guests have included Dr. Kneeland Brown, Aaron Shust, Jason Gray, John Waller, Kerry Jackson, and many more!

Celebrating pastors and ministry leaders in your area!

Each event will include a free meal, valuable ministry resources, and a special guest performance/challenge that will both encourage and empower you!

Ministry leaders will have the opportunity to be loved on and pray together! We have had a great time of ministry over the past 11 years doing these events and are thankful to celebrate our 12 year this year.

