



**ALIVE  
IN CHRIST**  
SPIRITUAL LEADERSHIP CONFERENCE

**Title:** How to Prepare a Musical Event

**Speaker:** John Williams

*“And these are they whom David set over the service of song in the house of the LORD, after that the ark had rest. And they ministered before the dwelling place of the tabernacle of the congregation with singing, until Solomon had built the house of the LORD in Jerusalem: and then they waited on their office according to their order.” (1 Chronicles 6:31-32)*

*“Also the Levites which were the singers, all of them of Asaph, of Heman, of Jeduthun, with their sons and their brethren, being arrayed in white linen, having cymbals and psalteries and harps, stood at the east end of the altar, and with them an hundred and twenty priests sounding with trumpets:) It came even to pass, as the trumpeters and singers were as one, to make one sound to be heard in praising and thanking the LORD; and when they lifted up their voice with the trumpets and cymbals and instruments of musick, and praised the LORD, saying, For he is good; for his mercy endureth for ever: that then the house was filled with a cloud, even the house of the LORD; So that the priests could not stand to minister by reason of the cloud: for the glory of the LORD had filled the house of God.” (2 Chronicles 5:12-14)*

**Introduction:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. \_\_\_\_\_ Planning**

- A. \_\_\_\_\_ well in advance
- B. Select a date based on the \_\_\_\_\_ calendar



**ALIVE  
IN CHRIST**  
SPIRITUAL LEADERSHIP CONFERENCE

**Title:** How to Prepare a Musical Event

**Speaker:** John Williams

*“And these are they whom David set over the service of song in the house of the LORD, after that the ark had rest. And they ministered before the dwelling place of the tabernacle of the congregation with singing, until Solomon had built the house of the LORD in Jerusalem: and then they waited on their office according to their order.” (1 Chronicles 6:31-32)*

*“Also the Levites which were the singers, all of them of Asaph, of Heman, of Jeduthun, with their sons and their brethren, being arrayed in white linen, having cymbals and psalteries and harps, stood at the east end of the altar, and with them an hundred and twenty priests sounding with trumpets:) It came even to pass, as the trumpeters and singers were as one, to make one sound to be heard in praising and thanking the LORD; and when they lifted up their voice with the trumpets and cymbals and instruments of musick, and praised the LORD, saying, For he is good; for his mercy endureth for ever: that then the house was filled with a cloud, even the house of the LORD; So that the priests could not stand to minister by reason of the cloud: for the glory of the LORD had filled the house of God.” (2 Chronicles 5:12-14)*

**Introduction:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. \_\_\_\_\_ Planning**

- A. \_\_\_\_\_ well in advance
- B. Select a date based on the \_\_\_\_\_ calendar

- C. Determine your \_\_\_\_\_
- D. Meet with your pastor to understand his \_\_\_\_\_ and vision
- E. Define \_\_\_\_\_ for your event
- F. Collaborate with other \_\_\_\_\_
- G. Determine the \_\_\_\_\_ and \_\_\_\_\_ for the event
- H. Select \_\_\_\_\_ and \_\_\_\_\_ materials

**2. \_\_\_\_\_ Planning**

- A. Develop a \_\_\_\_\_ of volunteers and staff
- B. Determine the \_\_\_\_\_ needs (audio, video, lighting, projection)
- C. Distribute practice \_\_\_\_\_
- D. \_\_\_\_\_ activate the cue cards
- E. Provide \_\_\_\_\_ and childcare
- F. The \_\_\_\_\_ rehearsal

**3. \_\_\_\_\_ Planning**

- A. Take down and \_\_\_\_\_
- B. Have a \_\_\_\_\_ meeting with all team leaders
- C. Write \_\_\_\_\_
- D. \_\_\_\_\_ the wins!

**Conclusion:** \_\_\_\_\_

---

- C. Determine your \_\_\_\_\_
- D. Meet with your pastor to understand his \_\_\_\_\_ and vision
- E. Define \_\_\_\_\_ for your event
- F. Collaborate with other \_\_\_\_\_
- G. Determine the \_\_\_\_\_ and \_\_\_\_\_ for the event
- H. Select \_\_\_\_\_ and \_\_\_\_\_ materials

**2. \_\_\_\_\_ Planning**

- A. Develop a \_\_\_\_\_ of volunteers and staff
- B. Determine the \_\_\_\_\_ needs (audio, video, lighting, projection)
- C. Distribute practice \_\_\_\_\_
- D. \_\_\_\_\_ activate the cue cards
- E. Provide \_\_\_\_\_ and childcare
- F. The \_\_\_\_\_ rehearsal

**3. \_\_\_\_\_ Planning**

- A. Take down and \_\_\_\_\_
- B. Have a \_\_\_\_\_ meeting with all team leaders
- C. Write \_\_\_\_\_
- D. \_\_\_\_\_ the wins!

**Conclusion:** \_\_\_\_\_

---