



# ALPHA WEEKEND PLANNING AND PREP



**TOP TIP:** If possible, get away for your Alpha Weekend. Go to a house, cabin or retreat centre nearby. It doesn't have to be extravagant or luxurious, just something different from the usual meeting place. If there are restraints that don't allow you to do an Alpha Weekend, you could simply do a day away (and add an extra week to your Alpha to make sure guests see all four videos).

## Alpha Weekend / Day Checklist

The Alpha Weekend seems to be the point on Alpha when many people say their faith came alive for the first time. There's something about getting away from the clutter of our lives.

In planning your weekend, the goal is to create a space for people to encounter God. Keep this in mind as you pick a venue, prepare games and activities, and plan each component of the weekend. Ask your group to help you explore every option. We recognize that it may not be possible to host a weekend away in the setting that you run so we've added some top tips to make these sessions have a retreat feel, while still being achievable.

## Alpha Weekend Sample Schedule

There are many different ways that you can schedule your Alpha Weekend. Visit the support centre ([support.alphacanada.org](https://support.alphacanada.org)) for in-person weekend sample schedules, Day Away, and online options based on your context!

Remember that the goal of this experience is to create a space for people to encounter God. Be sure your team understands that their participation is crucial so everyone books off time for the prayer ministry training and the Alpha Weekend/Day.

To access more helpful resources as you run Alpha, log in to MyAlpha at [run.alphacanada.org](https://run.alphacanada.org)

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## Before Alpha begins

- Pick a date for the time away (weekend, overnight, one day)
- Reserve a venue – cabin, retreat centre, church
- Find donors to help with funds to make it affordable for everyone and draft a tentative budget

## Prior to Episode 3

- Brainstorm ideas that will make your friends want to attend
- Assign duties to your team: logistics, activities, worship
- Draft a tentative schedule (see Alpha Weekend/Day Sample Schedules)
- Prepare an invitation / registration form including map, cost, packing list, waiver, allergies, special diets, medical information
- A waiver for parents to sign is a legal must for anyone under 18
- Arrange for food and transportation

## Episodes 3-6 of Alpha

- Promote your Alpha Weekend or Day: Use stories, pictures, videos to let everyone know they will have a great time and shouldn't miss it
- Personally invite guests 1:1, distribute brochure and registration forms
- Confirm details about the venue and food/catering arrangements
- Round up equipment/supplies into one area (see list of things to bring)

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## One week before Alpha Weekend/Day

- Small group hosts collect registration and fees (if applicable)
- Tell caterer if there are any dietary restrictions and allergies
- Review schedule and make any changes
- Create door signs and room assignments (if applicable)
- Prepare thank you cards and final cheques for the caterer
- Make sure everyone has a ride
- Meet with your team to watch and discuss the third team training video on Prayer Ministry

**TOP TIP:** Before every session and time together, make sure to take time to plan, discuss duties and pray with your team!

## During Alpha Weekend/Day

- Post up map, schedule and room assignments at main entrance
- Meet with team leaders for prayer and any questions
- Reserve the facilities for your next Alpha Weekend (if applicable)

## After the Alpha Weekend/Day

- Meet with team leaders for debrief & prayer
- Make note for next year of what worked and didn't work
- Follow up with specific guests if necessary
- Arrange for testimonies for your next Alpha session

## Things to consider bringing:

- Alpha resources (videos, handouts, small group discussion guides, etc.)
- Sound system (projector, laptop, cables, etc.)
- Contact details (including cell #s), waiver forms (including emergency contacts)
- Room assignment, and transportation lists
- Bibles
- First Aid Kit
- Tissue
- Games and prizes
- Name Tags
- Pens, Pencils, Markers, Crayons
- Copies of the schedule
- Songbooks
- Sports Equipment
- Thank You cards

