

Tips on Hosting a Day of Pampering



Offering a day of pampering for mothers of children with special needs and wives of husbands with disabilities can provide refreshment physically, emotionally, and spiritually. Please consider the following tips if you are interested in blessing special needs moms and wives in this way.

General Details to Consider

- *Date and Location*—determining when and where you will hold your event will help shape many of the other details. Figuring this out early in the process can help everything fit together smoothly.
- *Agenda*—take time to brainstorm what you want to offer at your event and then consider how you can put them all together. There is a sample agenda included in this resource.
- *Marketing*—you can advertise for your event many different ways. Some of the most common are word of mouth (share it with your book club, PTO groups, fitness gyms, etc.) or flyers (these can be distributed at your local library, grocery store, or anywhere else that you frequent). We suggest advertising across the community so that families who are unfamiliar with your church have an easy invitation to belong.
- *Registration*—having a succinct way for volunteers and attendees to sign up can be a logistical challenge, so it is good to think this through ahead of time.
- *Purpose*—taking a moment to consider *why* you are hosting this event will help keep your heart focused on the end goal when you get busy. Having a clearly articulated purpose for your event will also aid you as you recruit volunteers to serve.

Event Leadership Roles

- *Event Coordinator*: This individual is responsible for the overall execution of the event and the organization of the leadership team.
- *Registration Coordinator*: This individual will create and manage the registration of volunteers and attendees.
- *Pampering Coordinator*: This individual works to recruit and coordinate the various people providing pampering services like stylists, manicure technicians, and massage therapists.
- *Table Hosts*: These women should help facilitate conversation at the table during the meal and help all of attendees feel welcomed and loved.
- *Food Coordinator*: This individual will coordinate anyone involved with the food like caterers, servers, and a clean-up crew.
- *Car Crew Coordinator*: This individual works to recruit and coordinate the various people providing car services like parking lot attendants, car washers, and general car maintenance technicians.

Documents to Prepare

- *Volunteer Sign-Up Sheets*
- *Registration Forms for Women*
- *Volunteer Instructions* (a sample is provided below)
- *Follow-Up Notes for Women*
- *Volunteer Thank You Notes*

Sample Volunteer Instructions

Dear [Insert Name],

Thank you for your willingness to help with our Day of Pampering on [Insert Date]. Every woman needs and loves to be pampered. For moms of children with disabilities and wives of husbands with disabilities, pampering is something that seldom happens to them. They are so busy caring for others that it may be easy to neglect their own emotional, spiritual, and physical care. Because of this, we had a vision to host a day to give women who give so much to others, a day just for them. Thank you for giving yourself to serve as a [Insert Volunteer Role] for our pampering event. By giving your time and energy as a volunteer, you are helping us give these women a gift beyond words.

We have enclosed a copy of our program for the day. This will give you an idea of how the day flows. We are expecting about [Insert # of Women Attending] women. Some of these women are new to [Insert Ministry or Church Name]. As a [Insert Volunteer Role], you are responsible for the following:

- [List Responsibilities for Volunteer Role]
- [List Responsibilities for Volunteer Role]
- [List Responsibilities for Volunteer Role]

Please plan to arrive at [Insert Location] by [Insert Time] and check in with [Insert Point Person]. Thank you again for your willingness to partner with us in this wonderful day to honor these women. If you have any questions, you can reach us at [Insert Phone Number and Email Address].

We look forward to ministering with you,

The Day of Pampering Leadership Team

Sample Day of Pampering Timeline

Day Before Event – [Insert Date and Location]

10:00am – Set up at [Insert Location]

Day of Pampering – [Insert Date and Location]

8:30am – Volunteers arrive and report to leadership team

8:30-9:15am – Setup

9:30 – Women arrive, coffee and light refreshments available

10:00am-11:15am – Worship, prayer, and speaker

11:30-12:30 – Lunch

Please note that to provide sufficient time for set-up before the women arrive at the pampering stations, volunteers providing pampering services will eat lunch from 11:30am-12:10pm.

12:45-4:00pm – Pampering stations (nail care, hair, make-up, eyebrow waxing, hand waxing, massages, prayer room, tea room)

4:00pm – Closing prayer, attendees leave

4:15-6:00pm – Clean-up

Week After Event – [Insert Date and Location]

10:00-11:30 – Leadership team meets to debrief the event