

Revival Tent Meetings Planning Guide

Introduction

This is a step-by-step guide to help you easily plan your own outdoor tent revival. Although this guide is geared towards the planning of “tent” revivals, it can also be used when planning any outdoor revival such as at a park or beach and it may also be useful for planning an indoor event. We hope that you will find the information insightful and helpful. Please feel free to customize according to your own event. We make everything we know (knowledge) and have (materials) available to you so you have our permission to use the name, we used for our revivals: “Dead Bones Shall Rise” as well as permission to use of all of our graphic/advertising materials related to a Dead Bones Shall Rise Revival. If you have any questions after reading this information please feel free to contact us and we would be more than happy to assist you. If you will be having a revival in the Greater Houston area, please know that we are available to preach one or more days of your revival at no charge (based on availability). If you are within the United States but outside of the Greater Houston area and would like us to preach the revival, we are still available to preach one or more days of your revival at no charge (based on availability) but we would ask that you would cover the cost of our transportation, food and accommodations. Please contact us at info@churchonfirecc.org to arrange.

Our prayer is that your revival would cause those that are dead or in slumber to awaken, arise, ascend and advance; that true revival would start in the people’s hearts then spread like wildfire to their neighbors, family, friends and co-workers so that communities, regions, cities, nations and even the world be transformed all to the glory of God and our Lord and Savior, Jesus Christ.

The Valley of Dry Bones Ezekiel 37:1-10

1The hand of the LORD was upon me, and carried me out in the spirit of the LORD, and set me down in the midst of the valley which *was* full of bones, **2**And caused me to pass by them round about: and, behold, *there were* very many in the open valley; and, lo, *they were* very dry. **3**And he said unto me, Son of man, can these bones live? And I answered, O Lord GOD, thou knowest. **4**Again he said unto me, Prophecy upon these bones, and say unto them, O ye dry bones, hear the word of the LORD. **5**Thus saith the Lord GOD unto these bones; Behold, I will cause breath to enter into you, and ye shall live: **6**And I will lay sinews upon you, and will bring up flesh upon you, and cover you with skin, and put breath in you, and ye shall live; and ye shall know that I *am* the LORD.

7So I prophesied as I was commanded: and as I prophesied, there was a noise, and behold a shaking, and the bones came together, bone to his bone. **8**And when I beheld, lo, the sinews and the flesh came up upon them, and the skin covered them above: but *there was* no breath in them. **9**Then said he unto me, Prophecy unto the wind, prophecy, son of man, and say to the wind, Thus saith the Lord GOD; Come from the four winds, O breath, and breathe upon these slain, that they may live. **10**So I prophesied as he commanded me, and the breath came into them, and they lived, and stood up upon their feet, an exceeding great army.

Vision

And the LORD answered me, and said, Write the vision, and make it plain upon tables, that he may run that readeth it.~ Habakkuk 2:2

The first step towards having a revival is to have a clear vision. What is your plan? Is your vision to have one revival or more? In your area or on another side of town? When do you plan on having the first revival? Within the next 3 months or within 12? You may not have the vision for the next 5 years but write down what you do know for what the Lord wants to do now and go with that. For example, we knew we were being called to have 5 two-day outdoor tent revivals before the end of the year so we ran with what the Lord told us. Our vision was to have 5 two-door outdoor tent revivals in 5 different low-income, high-crime neighborhoods by the end of the year so our planning with our team was based on this vision.

Naming Convention

As with any program, event, celebration or church function, you would want to name that event. Likewise, you will need to choose a name for your revival as well as a scriptural reference that compliments the revival name so you will have a theme to your revival so it is easily understood what you are trying to accomplish by having the revival. For example, the name of our revival is 'Dead Bones Shall Rise Revival Tour'; our scriptural reference is Ezekiel 37; the goal of our revivals is to wake up those that are spiritually dead or asleep so that they arise and become the strong soldiers in the Army of our God that they were destined to be.

Note: If you would like to use our name, 'Dead Bones Shall Rise Revival Tour (or any combination thereof) and its related scripture for your revival please know that you have our permission to do so.

Revival Committee

Plans fail for lack of counsel, but with many advisers they succeed. ~Proverbs 15:22

It is extremely important to assemble a team together who share the same passion for change and transformation in individuals and communities as well as the ability to provide valuable input to help make the revival a success. The committee should consist of 5-10 members and should be a diverse mix of ministry leaders that you know either within and/or outside of your church. You may want to have one person on the committee that acts as an assistant or secretary that can take Minutes, set up meetings, etc. For example, we have a racially diverse committee of both the young and older with representation from 5 other churches and ministries within our city.

Expand your Vision

Based on your vision, below are things you should consider when planning your revival. You can choose some of these items independently or you can discuss them during your first Revival Committee Meeting:

- Set Budget/Finances

There are costs associated with each revival. You may want to write a list of items you will need in order to have the revival and determine if these items are readily available or if you will have to rent or purchase these items. If you need to rent or purchase these items then indicate the approximate dollar amount that you will allocate towards the rental or purchase of the item(s). See an Example of a **Revival Budget Planning Checklist** in Appendix.

- Do you have funds already allocated for the revival?
- If so, is it sufficient or is alternate funding needed?
- If funds are not immediately available or you need additional funding then consider having a fundraiser or asking individuals and churches/ministries for donations
 - If donors (have their email [preferred] or mailing address), make sure to notify them of date/time/location of revival and then do a follow-up communication to notify of revival results
- Decide if the tent should be rented or purchased. **Note:** If you will use an alternate venue (park pavilion, indoor auditorium, football field, etc) then determine cost for use of venue based on the number of days you will have the revival

Caution Note: The cost of a new tent is \$4000 and up depending on size. If you are considering purchasing a tent, remember to outweigh the cost to rent vs. the cost to purchase; be mindful that you will need 3-4 people to set-up (2-4 hours) and break-down (2-4 hours); consider transport and storage as you will need a truck to transport and a storage area to house the tent and related equipment when not in use; also be prepared to add

additional cost to do the annual required maintenance. **TIP:** If you do decide to purchase a tent, make sure to do two things: make the purchase early (6-8 weeks prior to revival) and do a trial run of setting up and breaking down the tent 1-2 weeks prior to the revival.

- Determine size of tent based on the anticipated number of people that will attend the revival
 - 20'x30' seats approximately 83
 - 20'x40' seats approximately 110
 - 30'x30' seats approximately 126
 - 30'x50' seats approximately 196
 - 40'x'60 seats approximately 300

Caution Note: Based on your tent size, you may need an Occupancy Permit. Please check with your City's Office of Permits or Special Events to determine if you will need an Occupancy Permit for the size of the tent you selected. If you need an Occupancy Permit then contact the Fire Marshall as well as you may need to meet additional regulations as indicated by the Fire Marshall. If you are having a tent revival in Houston, TX then an Occupancy Permit is needed if the tent square footage is > 1200 feet (a tent that is 30' x 40' or less does not need an Occupancy Permit)

- Determine the number of days for each revival. The length of a revival usually can range from 1-7 days but they're usually planned for 3 or 4 days. You will need to determine how many days you would like for your revival. Tent rental costs are usually per week not per day so you may want to plan how many days your revival will be based on how many days is included in your tent rental. **Note:** If you are using a venue, usually the charges are per day so please consider this and your budget when trying to determine how many days you will have your revival.

Caution Note: The number of attendees increase day by day so the good news is that the longer number of days you have the revival, the larger the crowds will be; however, this also means that you will need to plan carefully because each day you will need volunteers, a preacher, a praise & worship team, etc so please plan accordingly.

- Determine the start time of your revival. You will need to determine if you will have your revival during the morning, afternoon or evening hours. The time of your revival is based upon the day of week, number of days and length of each revival service. For example, if you will only have a one-day revival on a Saturday then you may plan the revival for the morning or afternoon but if you're planning a revival for 3 days during the week then you may want to consider having the revival in the evening when more people that work during the day can attend the nightly service.
- Determine the total number of revivals you plan on having within a 12 month period. Do you plan on having one revival event? Or do you plan on having one each month, every quarter, every six months, etc? **Note:** When planning the total number of revivals in a year, make sure you consider your budget and make any necessary adjustments either to the number of revivals you're planning or your budget.
- Determine the location of revival(s). The location of your revival is very important. If you are not having the revival on your property/church property then if at all possible, pick a location that's near/on a busy intersection. If you find an empty lot and would like to have your revival there, identify the property owner and inform them of your request. **Note:** Some owners will allow you to use the property for free while others may charge you rent for use of the property so you may have to consider your budget when picking a lot.

- Also, you will need a grassy lot (your tent rental costs may double if you pick a concrete lot because of the use of water barrels to hold the tent in place instead of driving stakes into the ground).
- Please note that you will need an extra 15'-30' on each side of the tent in order for the tent to have enough tension and adequate support to keep the tent structure firmly in place. For example, if you are renting a 30'x30' tent then you would need a total space of 45'x45'. **TIP:** Once you determine which tent size you want to rent, ask the vendor how much total space they need for the tent then make sure the grassy lot that you choose can accommodate the space requirements.

Determine Location

- Allow the Lord to speak to you about where to host the revival
 - Will you host the revival at your current location or elsewhere?
 - Location may or may not be known prior to your first meeting with your team
- If the revival will be held at a location other than yours, search out land in the area
 - Determine if search will be for a church that is willing to host revival on their property OR if you're searching for any available lot or a lot in a particular area/location (The Lord will guide/direct)
 - Try to identify 2-3 locations.
 - The best land is on/near a busy street or well-known intersection; grassy, cleared lot; sufficient lighting and parking. A fenced-in lot is preferred but not required.
 - Research to determine lot/land owner and make contact
 - Negotiate terms/price
 - Be transparent. Inform owner of intent, dates, times, plans to feed people, plans for baptisms, portable restrooms(s) and tent drop-off and pick-up dates, etc.
 - Secure land-written agreement, deposit/receipt, etc.
 - Continue to follow-up with the owner to ensure no changes in plan.
- Estimate how many people, excluding volunteers, will participate in the revival. You will need to estimate how many people will attend the revival so you know how to prepare. Based on this number, you will determine how many chairs, programs, booklets, bibles, etc that you will need.
- Determine needs. You will need to determine how many volunteers needed: for prayer, security, etc. Please see 'Revival Survey' in Appendix for an example of common needs.
- Plan the actual Revival Service/Program
 - Determine a general Order of Service
 - Please see 'Order of Service' in Appendix for an example
 - Determine if you will collect an offering during the revival
 - **Note:** When we go into low-income areas, we do not collect an offering; however, we do have people that come after the service and give an offering, which in that case, we do accept but you can decide if you will take an offering or not. If you do take up an offering, make sure you include in your plans how to collect the offering, how to secure the offering during the revival and how to transport it safely afterwards.
 - Determine number of speakers. Decide how many additional people besides the preacher you will have on the program. Will you have someone to read a scripture? A different person to do prayer? Another person to share a testimony, etc.?
 - Determine how Altar Call (Invitation to Salvation/Rededication) will flow

Schedule First Meeting with Team

Generally it takes 3-4 months to adequately prepare for the revival. It is recommended to have at least one meeting per month initially and 1 additional meeting 2-3 days immediately before the revival.

- Schedule first meeting
 - Determine location of first meeting.
 - Schedule date and time first meeting.
 - Determine who you want to invite to the first meeting.
 - Make sure to include the person that you have assigned to take Minutes.
 - Send out an email invitation to your team
 - Create Agenda (See 'Revival Agenda' example in Appendix)
- Conduct Meeting
 - Distribute Revival Agenda.
 - Follow your Revival Agenda as you conduct your meeting
 - During the meeting you will Cast your Vision
 - If you know date(s) and/or locations of revival(s) then share this information with your team
 - Hand-out Revival Survey (See 'Revival Survey' example in Appendix)
 - Ask your team to complete and return the Revival Survey before leaving the meeting
 - Q & A Session
 - Allow the team to ask questions and share their feedback and/or suggestions
 - Inform of plans for next meeting
 - Inform the team that you will send out Minutes which will include date/time of next meeting
 - Use the 'Revival Survey' to help determine what's the best day/time for future meetings
 - Work with assigned person to ensure Minutes are done according to your standards.
 - You/assigned person to send email with Minutes. Include in the body of the email the day/date/time of next meeting.
 - **TIP:** On the email, request for them to respond if they plan on attending the next meeting or not.
 - Do follow-up with individuals as required
 - You/assigned person to send out Reminder Emails about upcoming meeting
 - Send out Reminder Email approximately 1 week prior to next meeting
 - Spend an adequate amount of time in the second meeting and beyond in prayer
 - Continue to conduct meetings until all issues resolved and/or revival tent meetings commence
 - Consider doing one follow-up meeting post-revival to discuss revival outcome, lessons learned, etc.

Working with Churches

We always try to include churches near where the revival will be held by extending an invitation to them to either attend or participate by volunteering as an altar worker.

- Determine mile radius and identify “Christian” churches of same basic beliefs within the area
 - Perform internet search by zip code to identify churches
 - Try to capture name of church, address, phone number, website and email address
 - You will use this information to contact churches AND to create a list of churches in the area that you can distribute to any revival attendee that is looking for a church to attend. For example, new converts would need this list.
- Notify these churches in area of plans (2-3 weeks notice prior to revival)
 - If email address is available, then you/assigned person send an email informing the churches of the revival and inviting them to attend and/or participate
 - You/assigned person to call each church and inform/invite them to attend and/or participate in the revival.
 - If there are any upcoming “pre-revival” events that they can attend then please notify and invite them to those as well.
 - Option: Host a luncheon or a meeting. You can cast vision, pray in agreement and unity for revival and for the community during this meeting.
 - If you will host a luncheon or meeting, then set date/time/location and send out meeting invitation.
 - If you will serve food during the meeting then determine menu and needs (tables, chairs, heating elements, plates, decorations, etc); cook/cater meal
- List these churches as potential churches new converts should consider visiting for follow-up and discipleship
 - Please do not include any churches on your list that have either closed or no longer have a valid phone number

Note: If you’re hosting your revival on a church’s property, then discuss all above with the host church to determine if in agreement. If the host church is not in agreement, then negotiate and only complete those items/steps where there’s agreement. For example, if the host church wants all the new converts to be directed to their church then do not make a church list to distribute. Instead, give out the business card or flyer with only the host church’s information on it.

Compliance Requirements

When hosting any event, whether indoor or outdoor, it is extremely important for you to both know and follow all city and/or state laws and ordinances regarding Special Events that are hosted on Private vs. Public Property; feeding guests; ADA law requirements; amplified sound before and after 10pm; occupancy limits; security, traffic control, etc. During your planning stages, please make sure you call your city’s Special Events office. If you do not have a Special Events office then call the Mayor’s office and they can direct you to the correct office. During this call, inform them of your plan to have an indoor/outdoor, tent/park/beach/indoor revival on private/public property and that you need to know what laws/ordinances/requirements need to be followed so you can ensure compliance. During this call, make sure to ask about Occupancy Permit, Fire Marshall regulations, Sound Permit, Number of Portable Restrooms (port-a-potty) needed, if on or off-duty police officers required and if you’re feeding people, requirements regarding feeding people during a public vs. non-public event.

Equipment/Supplies

Besides the use of the revival tent, there are other equipment and supplies that need to be considered for purchase or rental.

- Know your electricity source
 - Determine if electricity will be provided onsite, if you will need to use a generator or if you will only use equipment that is battery-powered or solar.
 - If you're using an electricity source you may need a few 50-100ft commercial duty Extension Cords and a Surge Protector
 - If there isn't an electricity source then you will need a generator large enough to accommodate all your electrical needs so make sure to choose a generator with the right amount of watts/voltage.
 - Determine if you will rent (per day vs. per week) or purchase a generator. Note: If you plan on holding multiple revivals then you may want to do a cost-comparison to determine if it would be more cost-effective to purchase a generator than renting one.
 - Make sure to include the cost of generator rental/purchase when planning your budget
 - You will need 1-2 50-100ft commercial duty Extension Cords and a Surge Protector
 - You will need a fuel container with fuel to refill your generator as necessary.
- Lights
 - Tents do not come with lighting so you will need to obtain lighting.
 - You will need commercial, outdoor, globe string lights
 - Based on the number of revivals you will host, determine if it is more cost-efficient to rent or purchase lighting.
 - The amount of lights you will need will be based on the tent. You need at least 2 rows that are \geq the width of the tent. For example: If you have a 30x30 tent then you need at least two rows of globe string lights that are at least 30ft long in total. **TIP:** We purchased our lights from 1000bulbs.com. We purchased the [48ft, 15 socket, light stringer, medium base sockets](#).
 - If purchasing, don't forget to also purchase the specific light bulbs for use with the lights that you purchased. Buy the specific quantity of bulbs you need plus extras. **Note:** Try to purchase lights that can use standard bulbs.
 - **TIP:** For the light stringer we purchased, you can use regular light bulbs. You can purchase 60W or 100W light bulbs. If the tent has too much light then remove every other light bulb until you're satisfied with the lighting.
 - **CAUTION TIP:** Don't forget to know the total amount of wattage you're using for the lights if you plan on using a generator. Do not go over the wattage maximum for the generator.
 - If you decided to purchase your own lights then determine how you will be able to hang the lights within the tent
 - Discuss with your tent provider how they usually hang lights. Most will use cable ties but please confirm this then purchase the amount required to hang up the lights.

- Sound Equipment

You will need the right sound PA equipment to ensure that sound is amplified throughout the revival area. Use a system that will be able to accommodate all your needs: microphones, musical instruments, pre-recorded music, etc. **CAUTION TIP:** If you're not using a battery-powered PA system and you need an electrical source to use your sound system then don't forget to know the total amount of wattage you're using for your sound system if you have to use a generator. Do not go over the wattage maximum for the generator.

- Determine sound equipment needs based on musicians, vocalists and guest speakers.
 - You will need 1 output per musical equipment (excluding drums)
 - You will need at least 1 microphone
 - If you are in a small tent (30'x30') then it is possible to use just one microphone; that microphone can be shared between the lead vocalist and the speaker(s)
 - If you are in a larger tent then you may want to consider 1 microphone for the speaker, 1 microphone for the lead and/or 1 microphone per every 2-3 vocalists that are on the first row of your praise & worship team. For example, if you have 6 vocalists and 4 are in the front row and 2 are in the back row then you would have a total of 2 microphones dispersed between the vocalists in the front row.
 - You will need one back-up microphone
 - Wireless microphones are preferred
 - You will need a microphone stand for each microphone that the praise & worship team will use and/or one additional microphone stand (optional) for the pulpit area
 - Purchase batteries (plus extra) as applicable
- Check with your City's Office of Special Events about sound ordinances/laws to ensure compliance
 - You will want to make sure you know the maximum decibels allowed without a Sound Permit vs. with a Sound Permit
 - You will want to know what are the hours you can amplify sound without a Sound Permit vs. with a Sound Permit.
- Advertisement
 - Consider promotional banners if you have a public place where they can be on display (if lot is fenced, then you can hang banners on fence lot)
 - Consider purchase of yard/lawn signs
 - Use social media and email to promote event
 - Send flyer to local churches
 - Create 4 x 6 postcard flyers so they can be mailed or distributed door-to-door in community where revival will be hosted.
 - If doing multiple revivals, then create 1 generic flyer and leave blank one-half of back side for a label that you can affix that will detail the specific information for the currently planned revival.
 - Pass out flyers the week of the Revival (Monday, Tuesday and/or Wednesday)
 - Map out community. Determine what streets/areas you want to distribute flyers the week before the revival.

- Provide clear direction to team as to where to distribute flyers (may want to give them a map and/or written instructions)
 - Have someone to video or take photos in order to capture the event and share special moments as well as to help promote future revivals.
- Pulpit
 - If pulpit not available, you can use music stand as an alternative
 - May need to supply: Pulpit Towel, Anointing Oil, Kleenex
- Stage/Platform
 - A 12 x 16 stage is appropriate for a 30x30, 30x40 or 40x40 tent. If tent is a different size then determine what appropriately sized stage is needed
- Flooring
 - Because you will be on grass, you may want to consider putting carpet or tarp in the altar area
- Chairs
 - Based on tent size and layout, determine how many chairs you will need
 - Bring additional chairs in case of overflow
- Books/Bibles
 - Consider providing new converts or those reconciled a Now That You Are Saved booklet (or similar) and/or Bible
 - Provide list of churches in community to those without a church home
 - Note: If you are having the revival on church property, provide list as agreed upon
- Other
 - Fans, Plants
 - If extreme temperatures, plan accordingly to provide relief
 - May want to decorate stage with backdrop, plants, etc
 - Fire Extinguisher
 - City of Houston and other cities may require for at least one fire extinguisher to be onsite
 - Portable Restroom
 - City of Houston and other cities may require one portable toilet per 300 people and that 10% of all portable toilets must be ADA handicapped accessible.
 - Pest Control agents
 - Optional but you may want to chemically treat the land 2-3 days before placing the tent on the grounds (get owner's permission first)
 - May want to purchase Bug/Insect/Mosquito spray
 - Baptisms
 - If doing baptisms, obtain baptistery
 - Determine if water source available onsite. If not, determine other water source near and available or bring own water (will need to know amount of water needed to fill/refill baptistery)
 - Determine what day (day 1 or day 2, etc)
 - Purchase/create Baptismal Certificates and Facecloths
 - Accounting Records
 - Keep an itemized list of inventory, income/donations as well as expenses
 - Keep all receipts

Other things to consider

- Translation
 - If there is a need, consider translating flyers
 - If there is a need, consider bilingual revival services/meetings
- Clothing Drive
 - If you are in an underprivileged community, you may want to consider having a clothing drive 1-2 months prior to revival then give-away all the donations you received at the conclusion of the last night of the revival.
 - OPTION: Give-away on all nights AND/OR give-away prior to the start time of each revival
- Praise & Worship Team
 - Praise Team should be small (max of 3-4 vocalists, 1-3 musicians)
 - Consider having at least one rehearsal prior to the 1st revival
- Host a prayer walk the weekend before the revival in the community where the revival will be held
- Have a prayer team interceding at a nearby church immediately before and during the revival
- Registration Forms to be completed by all those in attendance
- Tables: 3-4 for food/clothing distribution
- Drinks: Ice chest; Ice, water for volunteers and preacher/speakers
- T-shirts for Volunteers
- Remind and confirm with Volunteers their commitment
- Creating a Revival Checklist of things you need to have or do on/prior to Revival.
Fire extinguisher onsite

Example of one of our flyers:



We pray that you will have a successful revival; that people would be revived; and that both your life and the lives of those who participated in the revival as a volunteer, guest or speaker will be blessed and forever changed and that you go to even greater heights in serving the Lord and declaring His goodness, in Jesus name, Amen.