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| Pray For Guests Team praying  Mobilize congregation to pray Online Website & Social Media  People to respond / engage  Information Accurate  Address  Location  Service Times  Contact Us  Service Times  … People Rosters  Extra volunteers / teams recruited  Teams rostered  Debrief scheduled    Teams Confirmed  Sound and worship  Media / Audio / Visual  Hospitality  Children’s ministry  Pastoral / elders  … Venue / Capacity Extra parking  Extra seats / chairs  Overflow area setup  Video feed  Audio feed  Parents’ with babies room  Extra cleaning crew  Auditorium / chapel  Bathrooms Production Equipment serviced  Dress rehearsals  Full Runsheet run throughs | Signage & Stationary Signage checked and adequate  Guest cards  Information accurate  Enough printed  …  …  … Follow Up Follow-up plan in place  *Next Steps* course dates set  Alpha course sign up table  ..  … First Aid & Safety First aid responders secured  Exit signs clearly marked  Security  Safety / evacuation officer secured  Counselling team secured  First aid kit checked and refilled  Ear plugs  …  … Children Children’s ministry check-in stations increased  Check-in stations increased  …  … Advent Run-Up Daily Reflections  [25 verses](https://churchm.ag/25-bible-verses-to-share-before-christmas/)  Invites for congregation to give friends |

**CHRISTMAS** CHECKLIST