|  |  |
| --- | --- |
| Pray For Guests[ ]  Team praying[ ]  Mobilize congregation to prayOnline[ ]  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[ ]  BathroomsProduction[ ]  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