

Meeting & Event Prep Worksheet

Use this worksheet when planning meetings and events as a way to put RRC's Leadership Principles into action.

VISION: What is your goal? _____

PREPARATION: Make a checklist of any research and planning you need to do (see below to get started).

PRE-LESSON STUDY AND REFLECTION: Personally work through the lesson or teaching to gain a deeper personal understanding prior to presentation. What is the passage? What is it about? What are your thoughts?

TIME MANAGEMENT: Have realistic and clearly defined schedules. Plan your schedule here. Remember transportation time, if applicable.

MATERIALS: Carefully research and select ahead of time, making sure they are age appropriate, safe, in good working order, and that volunteers clearly understand how to use them. Keep in mind the size of the group, time limitations, and make sure you plan for enough supervision. List materials here:

ORDER: Create an agenda with clear expectations and provide to all involved leaders and volunteers prior to the meeting date. Be sure to include pre-prayer (meet with all involved leaders and volunteers 15 minutes prior to start of programming to praise and present requests to God).

BUILDING USE: If this event happens outside of our normal recurring event schedule, you may need to fill out a building request form to make sure the meeting space is not already scheduled. Contact the front office if you are not sure.

CHECKLIST (not all may apply to you):

- building space is available / approved
- necessary volunteers have been recruited
- topic / passage has been chosen
- topic / passage materials are ready
- game / activity has been chosen
- game / activity equipment and materials are ready
- schedule is finalized; agenda created and distributed
- attendance sheet is ready (use the attendance worksheet or create your own)
- media consent form created, if applicable
- off-campus transportation has been arranged
- contact Laura Jolliffe (laura@rockfordrc.org) to get information onto the church calendar and website, media screens, etc.
- if you choose to create your own flyer, please email a copy to Laura
- signup / registration process in place