

INTERNATIONAL WORKSHOPS ON BIBLICAL EXPOSITION

HOST CHURCH CHECKLIST

PROMOTION: 3-4 MONTHS PRIOR

- ☐ **Have you organized a group of local pastors (usually headed by the host pastor) to start making phone calls to recruit participants?**
- ☐ Have you constructed a contact list of the local pastors to invite?
- ☐ Have you asked your Charles Simeon Trust (CST) representative for any additional local contacts from our database?
- ☐ Have you emailed promotional materials to this list of pastors?
- ☐ Has the team of local pastors connected personally (phone call or in person) with as many invitees as possible?
- ☐ Have you set up a registration form? (If using a URL, please share this with your CST representative to post on the CST website.)
- ☐ Has the host pastor followed up personally with those not yet registered for the Workshop?

SMALL GROUP PREPARATION: 1-2 MONTHS PRIOR

- ☐ Have you received a list of approved small group leaders and apprentice leaders from the CST representative? Have you invited these leaders in conjunction with (and approved by) the CST representative?
- ☐ **Have you confirmed the text assignments with the CST representative before sending to participants (one month prior to Workshop)?**
- ☐ Have you sent each registrant their text assignments and preparation materials?
- ☐ Have you confirmed the pre-Workshop schedule with the CST representative and informed the small group leaders and apprentice leaders of their assignments and the details for the pre-Workshop?
- ☐ Have you emailed the small group leaders their group lists (including assignments) the week before the Workshop so that they can be praying for those in their groups?

EVENT PHASE –FOOD & BEVERAGE

- ☐ Are the meals and snacks organized?
- ☐ Will coffee and water be available for participants throughout the Workshop?

EVENT PHASE –ROOM NEEDS

- ☐ Is the plenary room equipped with the following items?
 - ☐ **digital projection display compatible with an iPad**
 - ☐ lectern
 - ☐ microphone and a/v system with recording capabilities

- ☐ chairs and tables for the participants (round tables or rectangular table in rows)
- ☐ Are the Workshop rooms equipped with the following items?
 - ☐ white board with markers
 - ☐ nine chairs around one circular (or rectangular) table

EVENT PHASE –PRINTED MATERIALS

- ☐ Do you have nametags printed or ready to be used?
- ☐ Have you compiled materials for the pre-Workshop (these can be included with each small group leader and apprentice leader's participant notebook)?
 - ☐ pre-Workshop schedule (available from CST representative)
 - ☐ Small Group Leader Guide (available from CST representative)
 - ☐ blank Sermon Preparation Worksheet (available on the Downloads webpage)
- ☐ Have you compiled participant notebooks with the most up-to-date handouts? *The materials on the Downloads webpage (<https://simeontrust.org/host/manual-part4/>) are updated throughout the year, so please download the most current version every year.*
 - ☐ Workshop schedule (from CST representative)
 - ☐ notes pages for each instruction, exposition, and small group session (template available on Downloads webpage)
 - ☐ Promo Pages (Downloads webpage)
 - ☐ Small Group text assignments (created by host church, approved by CST representative) *This should be the last part of compiling the notebooks since group members may need to be shifted in case of last-minute registrations or cancellations.*
 - ☐ Ask the CST representative if you should include any speakers' handouts, Save the Date, or Feedback Form QR code
 - ☐ next year's Workshop promotion sheet.
 - ☐ Additional optional items could include a cover sheet (ask CST representative to get art or typefaces), welcome letter from the host pastor, speaker bios, facility map, local restaurants, etc.
- ☐ Have you emailed a draft of the participant notebook to the CST representative before printing?

EVENT PHASE –AUDIO/VISUAL

- ☐ **Is there someone scheduled to handle the audio recording of the plenary sessions?**

Does the audio recording person know how to get these recordings to the CST representative? Is the audio being recorded via microphone in mp3 format?
- ☐ Is there someone scheduled to take a high-resolution group photo and candid photos of the speaker and participants during plenary and small group sessions?

- ☐ Is someone scheduled to send these pictures to photos@simeontrust.org during the Workshop?
- ☐ Is there someone scheduled to lead music each day that it is scheduled?
- ☐ Do you have the necessary song sheets or PowerPoint slides with lyrics?
- ☐ Have you downloaded the Chicago Course on Preaching video? Is someone prepared to show it during the Training announcement?

EVENT PHASE –MISCELLANEOUS

- ☐ Have you arranged for rides for the speakers to/from the airport and hotel (if needed)?
- ☐ If applicable, have you provided the translator with the translation resources posted in the Hosting Manual? (Section 3b: 3.14 Translation)

POST-EVENT PHASE

- ☐ Have you marked all no-shows and cancelations and contacted your CST representative with the final number of participants?
- ☐ Have you sent the following to photos@simeontrust.org?
 - ☐ audio recordings of the Workshop plenary sessions (via Google Drive or Dropbox)
 - ☐ any photos that have not already been sent
- ☐ Have you sent a follow up email to each participant? (Template in Process Street)
- ☐ Have you followed up with each small group leader? (Template in Process Street)
- ☐ Have you forwarded leader recommendations from small group leaders to your CST representative?

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