

WORKSHOP ON BIBLICAL EXPOSITION

HOST CHURCH CHECKLIST (WOMEN)

Revised 11/21/24

PROMOTIONAL PHASE

- ☐ Have you appointed a Host Church Workshop Coordinator who will oversee all items on this checklist?
- ☐ Have you constructed a contact list of the local female Bible teachers to invite (e.g., past Workshop participants, women's and children's ministry directors, local pastors who will send their female teachers)? Merge that to the list provided by the Charles Simeon Trust (CST) representative. Keep in mind the limit of five participants from the same church.
- ☐ Have you emailed promotional materials to the contact list of female Bible teachers?
- ☐ Have you organized a group of local women to make phone calls to recruit participants?
- ☐ Has this team connected personally (phone, in person) with as many invitees as possible?
- ☐ Have you received access to the registrations (from CST Representative)?

SMALL GROUP PREPARATION PHASE

- ☐ Have you received and approved the list of small group leaders and apprentice leaders from the CST representative?
- ☐ Have you confirmed the text assignments (for pre-Workshop and Workshop) with the CST representative before sending to participants?
- ☐ Have you emailed each participant her 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) one week before the Workshop such that they can be praying for those in their groups?

EVENT PHASE – FOOD & BEVERAGE

- ☐ Are the meals and snacks organized?
- ☐ Will there be coffee and water available for the participants throughout the Workshop?
- ☐ Are there table tents on the tables for the Thursday night dinner designating small group assignments? (Women eat dinner with their small groups the first night; all other meals are open seating.)

EVENT PHASE – ROOM NEEDS

- ☐ Do you have a table set up to receive participants at check-in for registration with the following items?
 - ☐ participant notebook
 - ☐ name tags
 - ☐ book giveaway and/or Bible (if choosing to hand out here)

- ☐ Is the pre-Workshop room equipped with the following items?
 - ☐ white board with markers
 - ☐ sufficient chairs for small group leaders and apprentice leaders around one circular (or rectangular) table
 - ☐ sufficient chairs for any observers along the outside perimeter
- ☐ Is the plenary room equipped with the following items?
 - ☐ Digital projection display compatible with an iPad
 - ☐ podium
 - ☐ microphone and a/v system with recording capabilities
 - ☐ sufficient chairs and tables for the participants
- ☐ Are the small group Workshop rooms equipped with the following items?
 - ☐ white board with markers
 - ☐ seven chairs around one circular (or rectangular) table
- ☐ Is the room for eating meals equipped with the following items (may be same room as plenary room)?
 - ☐ seven chairs around each table
 - ☐ sufficient tables to match the number of small groups (plus an extra table for host volunteers if desired)
 - ☐ as mentioned above, table tents on the tables for the Thursday night dinner designating small group assignments (table tents should be removed after the dinner)

EVENT PHASE – PRINTED MATERIALS

- ☐ Do you have name tags printed for each participant? We recommend nametags that can be clipped on the top of the shirt (not lanyards that hang towards the belly). For what information to be included on the nametag, see the example template on the Downloads webpage.
- ☐ Have you compiled materials for the pre-Workshop attendees (may be included with each small group leader's and apprentice leader's participant notebook)?
 - ☐ Pre-Workshop schedule (available from CST representative)
 - ☐ Small Group Leader Guide (available from CST representative)
 - ☐ blank Teaching Preparation Worksheet (available on the Downloads webpage)
 - ☐ Small Group Order card for each small group leader (available from the CST)
- ☐ Have you compiled participant notebooks with the most up-to-date handouts? The materials on the Downloads webpage are updated throughout the year, so please download the most current version every year.
 - ☐ Workshop schedule (available from CST representative)
 - ☐ Notes Pages (available on the Downloads webpage)
 - ☐ Promo Pages (available on the Downloads webpage)
 - ☐ Feedback Form (available on the Downloads webpage)
 - ☐ Small Group text assignments (created by host church, approved by CST representative) *Note: 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.*

- ☐ Next year's Workshop promo sheet (if using, available from CST representative)
- ☐ Additional optional items could include a cover sheet (ask CST to get art or typefaces), welcome letter from the host pastor, speaker bios, facility map, local restaurants, song sheets if not using PowerPoint (created by host church)

EVENT PHASE – AUDIO/VISUAL

- ☐ Is someone assigned 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 someone assigned to handle the digital projection display for the iPad projection?
- ☐ Is someone scheduled to take a high-resolution group photo and candid photos of the speaker and participants during the plenary and small group sessions?
- ☐ Is someone scheduled to send these photos to dcartwright@simeontrust.org during the Workshop?
- ☐ Is there someone scheduled to lead music? Do they have the "Musical Worship" handout (available on the Downloads webpage)?
- ☐ Do you have the necessary song sheets or PowerPoint slides with lyrics?
- ☐ Have you reviewed the "Technology Needs Overview" (available on the Downloads webpage) and passed it out to all parties involved?

EVENT PHASE – MISCELLANEOUS

- ☐ Have you arranged for rides for the instructors to/from the airport and hotel (if needed)?
- ☐ Have you received and are you prepared to distribute the giveaway books and/or Bibles?
- ☐ Have you received the Small Group Order cards?
- ☐ Do you have a safety/security team for each day of the Workshop (if needed)?
- ☐ Do you have someone to welcome participants at check-in for registration?
- ☐ Do you have an emcee?
- ☐ Have you confirmed with your pastoral team who will do the Welcome on Thursday evening?
- ☐ Do you have blank notecards for women to fill out for the Q&A session and a designated place to submit completed notecards? Is there someone scheduled to collect the completed notecards on Friday and give to one of the speakers?

POST-EVENT PHASE

- ☐ Have you sent the following materials to the CST representative?
 - ☐ final registration list (noting no-shows)
 - ☐ final small group assignments list
- ☐ Have you sent the following to dcartwright@simeontrust.org?
 - ☐ audio recordings of the plenary sessions (via Google Drive or Dropbox)
 - ☐ any photos that have not already been sent (including group and candid photos)
- ☐ For Bibles or giveaway books, please check with your CST representative to confirm where they should be sent.