

WORKSHOP 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 (e.g., past Workshop participants, pastors in a particular denomination or network, pastors in training organizations)? Merge this to the list provided by the Charles Simeon Trust (CST) representative
- ☐ 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 received access to the registrations (from CST Representative)?
- ☐ 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 emailed 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)
  - ☐ Small Group Order card for each small group leader (available from CST representative)
- ☐ 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.*
  - ☐ Feedback Form QR Code (Downloads webpage)
  - ☐ Ask the CST representative to see if you should include the speakers' handouts, or 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?
- ☐ Have you received the Small Group Order cards to give to the leader of the pre-Workshop?

#### 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 [dcartwright@simeontrust.org](mailto:dcartwright@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?

#### EVENT PHASE –MISCELLANEOUS

- ☐ Have you arranged for rides for the speakers to/from the airport and hotel (if needed)?
- ☐ Have you added your shipping address to Process Street (in *On-Site Set Up*)?
- ☐ Have you received and are you prepared to distribute the giveaway Bibles?

#### POST-EVENT PHASE

- ☐ Have you sent the following materials to the CST representative?
  - ☐ confirmation of final registration list
  - ☐ confirmation of final small group assignments list
- ☐ Have you sent the following to [dcartwright@simeontrust.org](mailto:dcartwright@simeontrust.org)?
  - ☐ audio recordings of the Workshop plenary sessions (via Google Drive or Dropbox)
  - ☐ any photos that have not already been sent

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