



## MONTHLY MEETING PREPARATION CHECKLIST

Weeks Prior	Task	Person Responsible	Date Required	<input checked="" type="checkbox"/> Done
3-4	Determine location for meeting and coordinate with hosts			
	Coordinate food sponsors			
	If no food sponsor available, plan and order food			
	Inventory printed material supply to ensure you have enough			
2-3	Email Invites with personal invitation - Include bio / picture of speaker - Include thank you to food sponsor			
	Arrange for sound system if needed			
2	Confirm meeting location			
	Prepare agenda and find individuals for the: - Introduction - Opening Prayer - Devotional/Speakers to present Bible-based teaching - Testimonies - Roundtable Discussion Question - Closing comments and prayer			
	Coordinate set-up of meeting			
	Enlist volunteers and utilize employees - Assign responsibilities that include: - Greeters - Servers - Cleanup			
	Assemble all necessary printed materials: - Mission Statement Cards - Connect Cards - Prayer Request Cards - Scripture Reference Booklets - Make and print name tags for new Tentmakers			
	Call Tentmakers with personal invitation			
2-3	Email reminders of meeting to Tentmakers			
1	Distribute Agenda to participants			
	Send reminder email			
	Confirm meal – food and drinks			
	Confirm paper supplies will be supplied or purchased			



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Day of	Run registration table for check-in and name badge distribution			
	Ensure food is prepared and ready for serving (30-60 minutes prior)			
	Set-up tables and chairs			
	Set-up banners and distribute printed materials, pens, etc.			
	Ensure that facility is clean (i.e. bathrooms stocked, etc.)			
	Set prayer card & pen at each place setting			
During Month	Keep track of RSVPs			
	Inventory printed material			
	Update Tentmaker.biz database			
	Track and document Tentmaker.biz attendance			
	Send out bi-monthly emails			
	Carry out miscellaneous research regarding event location, speakers, promotional items, etc.			
	Send encouragement cards after each event			
	Meet with Tentmakers			