

LAKEWOOD RANCH GROUP'S LAUNCH CHECKLIST

1. GETTING OUR GROUPS READY

- ☐ Make sure PCO information is accurate for each group.
- ☐ Make sure that each leader has a coach and is not already coached in another category.
- ☐ New leaders need to be made aware of t-shirts, group boxes, serving at the launch, and going through the new leader training.
- ☐ Order or supply curriculum for groups that need it.
- ☐ Setup events in PCO for each group.
- ☐ Create a list of groups for each free-market category you oversee for the menu (Due January 19th at noon for the first weekend and January 26th at noon for the second weekend).

2. THE WEEKEND

- ☐ Place the T-Shirt order.
- ☐ Photo/Video Booth Scheduled.
- ☐ Make Social Media posts for group leaders and joining a group.
- ☐ Create an event in PCO for volunteers to sign-up.
- ☐ Setup for launch date _____ and Time _____.
- ☐ Order breakfast for volunteers and talk to Britney about the Cafe.
- ☐ Place sign-up cards at the Auditorium entrance on a table.

3. AFTER THE LAUNCH

- ☐ During the last service of the second weekend, the banner bags should be placed under the white tables.
- ☐ No one starts taking anything down until Pastor Julia gives the OK.
- ☐ Our groups station will stay up for foyer presence.
- ☐ If you notice anything that we can do better, take notes and we will discuss and the following group's staff meeting.