

Outreach Meeting Checklist

Date: _____ **Speaker:** _____

Item	Action	Notes
1. Speaker	Confirm speaker & date Speakers contact details Accommodation & hosting arrangements Travel arrangements Cost of speaker Briefing with speaker – testimony only, no preaching or teaching	
2. Type of meeting	Breakfast / Lunch / Dinner / Dessert & coffee / Supper Men only / Open to all	
3. Venue	Options available Costs confirmed Venue booked Timing confirmed Payment arrangements Sound system Data projector / screen Speakers table	
4. Focus	What part of speaker's testimony do we want to concentrate on for advertising focus	
5. Target audience	Who will this speaker appeal to? Who can we work in partnership with?	
6. Advertising Aimed to get non-believers to the meeting	Personal invitations Media to be used Mailing list Churches Timing / Cost RSVP arrangements	
7. Prayer / counselling	Intercession Name intended guests & pray Prayer at venue prior to meeting Appoint counsellors	
8. Meeting Outline	Venue setup plan Welcoming team Outline of programme	
9. Other	Appoint experienced member to complete evaluation of meeting	

Members to be present 30-45 minutes before-hand to set-up, pray, welcome guests.