



GROUP LEADER CHECKLIST

EVENT CITY: _____ EVENT DATE: _____

6 MONTHS BEFORE

- Visit womenoffaith.com for specifics on the talent appearing in your event city
- Distribute information about the event to potential group members
- Insert flyer in church worship folder (see ½ page black & white flyer at womenoffaith.com)
- Display poster in church common area (download at womenoffaith.com)
- Show preview video in your church service, adult fellowship classes, Bible studies...wherever you can
- Contact women in your circle of friends; encourage them to come and bring their friends
- Turn in your 'Buy Now, Pay Later' contract (if you haven't done so already)
- Book hotel accommodations. See womenoffaith.com to find hotels offering special Women of Faith discounts
- Book transportation, if necessary

5 MONTHS BEFORE

- Hold a Women of Faith Kick Off in conjunction with your church's worship service
- Distribute sign up sheets to potential group members

4 MONTHS BEFORE

- Collect sign up sheets from group members
- Take deposits and set up payment plan (if desired)
- Order group t-shirts

10 WEEKS BEFORE

- 'Buy Now, Pay Later' contract payment due
- Create hotel rooming list
- Create transportation schedule and car/van assignment list

3-4 WEEKS BEFORE

- Receive registration packet from Women of Faith by mail
- Distribute tickets and information sheet to group members

2 WEEKS BEFORE

- Get directions to event and hotel
- Confirm transportation
- Confirm hotel accommodations

1 WEEK BEFORE

- Call or email group members to remind them about the event

DAY OF EVENT

- Pick up group t-shirts at arena and distribute to group members
- Relax and enjoy yourself!

If you have questions or would like more information, visit womenoffaith.com or call 800-778-5856.