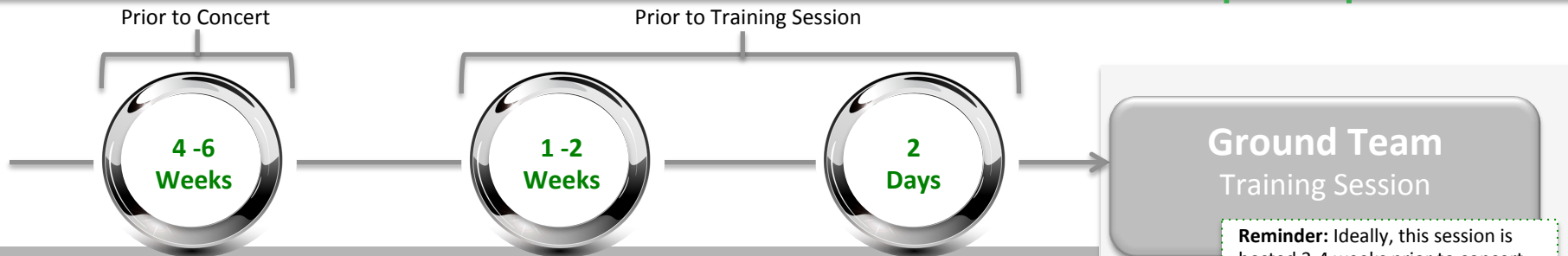


# GROUND TEAM LEADER – Training Session Checklist



Please enlist your entire church to pray for the night of the concert.  
Get a corner of the bulletin or use video announcements to give prayer challenges, updates, opportunities to volunteer, etc.

- Select date and time**
  - Recommended as an evening session approx. 3-4 weeks before the concert/event
  - Plan for 90 minutes
  - Check for any conflicts with church/community calendars

- Select and reserve meeting venue**

Location Requirements:

  - Projector and screen to present the PowerPoint
  - Ability to show video (w/sound)
  - Comfortable for 10 people; allows for small group discussions

- Communicate date, time and location to invitees**
  - Use customizable Invitation – Ground Team Volunteers.pdf
  - Be sure to add your own personal message along with the attachment

Reminder: Your goal is to confirm 5-10 attendees for your session!

- Review contents of care package**
  - If you have not yet received your “popwe care package,” contact our popwe team immediately to confirm that it is on its way

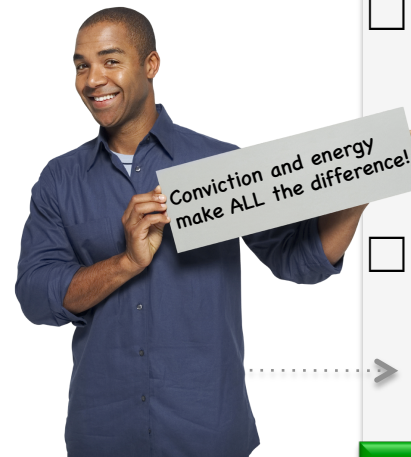
- Download the PowerPoint and review the facilitator guide**
  - Learn the prayer process
  - (Optional) Review the online recorded webinar for a demonstration of the session

- Confirm logistics with venue**
  - Ensure you have a contact for any A/V needs/issues

- Create name tags for each invitee**

- You are encouraged to serve refreshments**

- Call or e-mail each invitee**
  - Remind them of the session details
  - Express how much you appreciate them attending



- Be sure to bring the following with you to the venue:**
  - Laptop with copy of PPT saved to your Desktop
  - Projector and screen (if needed)
  - Speakers (if needed)
  - Copy of Facilitator’s Guide
  - Prayer Process cards
  - Prayer booklets
  - Name tags
  - Prizes/materials from care package

- Arrive at least 30 min. before start time**
  - Set up laptop, projector, etc.; Run a sound check using video
  - Set up refreshments
  - Set out materials for each participant (name tags, prayer cards, etc.)

- Play Matthew West “Live Forever” CD as guests are arriving to help “set the mood” for an evening of learning and inspiration**

- Take a deep breath – enjoy leading your group through a fun and impactful event!**

**“Countdown to Concert” Begins!!**