

GROUND TEAM LEADER – “Countdown to Concert” Checklist



1 -2
Weeks
Prior to
Concert

Night of the Concert/Event

Post
Event

- If possible, **visit the concert venue in advance** to familiarize yourself with the location.
 - Think about the best places to position your ground team members to be visible to those who will come forward after the show.
- Watch for an email from the popwe team** with any special notes about early access (which entrance to use, etc.) as well as where to meet for your pre-concert prayer/gathering.
- Send a reminder email to your Ground Team members**, confirming your pre-concert meeting location.
 - Ask them to arrive approx. 1 hour before the show.
 - It is important to arrive prior to “doors open” so they are classified as volunteers and can be admitted without a ticket (this process varies by venue; please be sure to confirm).

Important: *In the days leading up to the concert, please continue to lift prayers for the event (Prayer Requests handout from your training session). Thank you!*

- Arrive early** to greet your team at the door.
- Check to be sure you have **quick/easy access to supplies** (aprons, prayer booklets, prayer cards, etc.) so you can hand them out either before or immediately after the concert.
- Coordinate a brief “Ground Team Logistics” meeting** before the concert begins.
 - Talk through and advise them where you would like each individual to stand after the show. Consider a variety of places to ensure good coverage.
Note: Matthew West will give a sign from the stage toward the end of the concert – this is the signal for the team to move to their posts.
 - Remind your Ground Team members to have each person they pray with complete the tear-off card. They should give these to you at the close of the evening.
 - End with a prayer – that all who are there will experience God’s grace and presence.
- Before leaving, be sure to **collect tear-off cards from the Ground Team members**.
 - Give to Joe West for continued post-concert follow-up and support.

- Invite your volunteers to complete our brief online survey with feedback on the process**
 - You will receive an email with a link to a brief survey designed to help us continue to refine and improve our process and tools.

We thank you, in advance, for completing this last critical step!



You did it – Congratulations!

Thank you again for playing this vital role –

May God bless you for sharing your time and talents!

