

# GROUND TEAM LEADER – “Countdown to Concert” Checklist



## Night of the Concert/Event



- If possible, **visit the concert venue in advance** to familiarize yourself with the location.
- Watch for an email from the popwe team** with any special notes about early access (which entrance to use, time doors open, 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 90 minutes prior to “doors open”
  - Email [erica@populationwe.com](mailto:erica@populationwe.com) if you are not sure when the doors open for your particular show.

**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!

- Call Joe West when you arrive 615-618-4421**
- 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 with Joe West** before the concert begins.
  - Talk through and advise each individual on their roles in addition to prayer (i.e. Chalk Wall, iPad Sign Ups, All In stories, etc)
  - Discuss when to be ready for prayer after the concert. *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.

- Follow up with specific local prayer requests Joe West may ask of you**
- 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!**

