

Meeting Preparation Checklist—PLAN

Point—What will the meeting accomplish?

- What do you want people to Know?
- What do you want people to Feel?
- What do you want people to Do?
- What do you want people to Plan?

Logistics—Is the setting for the meeting prepared?

- Seating
- Distractions eliminated (phones, noise, people)
- Temperature
- Lighting
- Refreshments
- Background music during arrival

Activities—What will happen during the meeting?

- Ice Breaker Planned
- Group Prayer plan
- Game / Social Activity Plan
- Develop an agenda / Timeline
- Bible Discussion Plan
- Announcements to be made

Needs—What's happening in group member's lives?

- Unresolved problems between members
- Financial needs
- Tough decisions to make
- Health concerns
- Family issues
- Unbelievers

