Sunday Coord Checklist



Tasks before Sunday

- [ ] Coordinate with PW Team for songs
- [ ] Coordinate with COS/Leaders for new announcements
- [ ] Coordinate with Creatives team for posters
- [ ] Create program flow and send for printing
- [ ] Send program flow and posters to Media team
- [ ] Send Host script/talking points
- [ ] Download Video Message (of applicable)

Tasks before Sunday: Communion Sunday

- [ ] Ask Host/COS for exhortation verse

Tasks on Sunday

- [ ] Coordinate with Media team for exhortation verse
- [ ] Brief Host
- [ ] Confirm PW song line-up and coord with Media
- [ ] Brief Media Team
- [ ] By 9:15 usher should be ready and in position

- [ ] By 9:30 PW team should be done practicing. Stage is clear
- [ ] By 9:45 Media team should be playing video/background music loop
- [ ] By 9:55 Media team should start countdown

Tasks on Sunday: Communion Sunday

- [ ] Remind keyboardist to play during communion
- [ ] Remind Host to cue ushers for elements distribution. Also be mindful to remind them if ever Host forgets
- [ ] Remind ushers to prepare communion elements

Make and Share Free Checklists
checkli.com