

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
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- ☐ 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

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