

Knowing the press of duties and responsibilities of the pastorate, for your convenience we have prepared the following checklist as a bird's eye view of the promotional material. I hope you find this checklist helpful. If you have any questions, please feel free to contact me.

CHECKLIST OF THINGS TO DO

- 1. _____ Have I read through *ALL* of the enclosed material?**
- 2. _____ Have I made arrangements for proper hookups for the RV?**
- 3. _____ Have I prepared promotional flyers?**
- 4. _____ Have I prepared the meal schedule for the week?**
- 5. _____ Have I printed and given the dietary restrictions to each hostess?**
- 6. _____ Have I printed and distributed the "Checklist for Revival"?**
- 7. _____ Have I arranged for men to help unload the evangelist's equipment when he arrives?**
- 8. _____ Have I arranged for nursery workers and/or teachers for those children too young for Mrs. Lynch's class (under five years)?**
- 9. _____ Have I arranged for Cottage Prayer Meetings?**
- 10. _____ Have I arranged for counselors for each service as needed?**
- 11. _____ Have I arranged for someone to accompany the song service for each service?**
- 12. _____ Have I arranged for visitors cards to be given out at each service?**
- 13. _____ Have I arranged for a pastoral luncheon or fellowship?**
- 14. _____ Have I encouraged my people to cover the travel expenses of the evangelist by using the enclosed "Travel Expense Sign-up" sheet?**