



Final Checklist for Meal Event Coordinators:

- Double-check your plans for the event.
- Check to see if the food preparation is set for the event.
- Communicate with those involved in the event to ensure they understand their roles.
- Set up the serving and dining areas for the meal.
- Decorate the dining area.
- Set up the A/V for the event.
- Have greeters hand out nametags.
- Have tags with the mission partners' names on the table so they are dispersed at tables around the room.
- Give announcements and begin with prayer.
- Serve the meal.
- Facilitate the program.
- Clean up after the event.

Other tasks for the event: