



Final Checklist for Leadership Event:

- Double-check your plans for the leadership event.
- Make final plans for the facilitation of the mission partner panel by:
 - selecting questions you want to ask the different mission partners.
 - giving instructions to the mission partners about the flow of the event.
- Check to see if the food preparation for the event is set up.
- Set up the serving and dining areas for the banquet.
- Set up the A/V and panel area for the mission partners.
- Decorate the area for the event.
- Have greeters provide nametags for the event.
- Announce the plan of the event, and begin with prayer.
- Clean up after the event.

Other tasks for the event: