



This **ACTION CHECKSHEET** with suggested lead times, should assist you in the planning of the forthcoming LIFE Exhibition visit to your area.

I hope you will find it helpful in your preparations.

Action Check Sheet

CREATE A PLANNING TEAM (responsibility Chairperson)

n.b. the roles below do not each have to be carried out by a different person.

Chairperson	6 months	<input type="checkbox"/>
Secretary	6 months	<input type="checkbox"/>
Schools Liaison Officer	6 months	<input type="checkbox"/>
Personnel Officer	6 months	<input type="checkbox"/>
Publicity Officer	6 months	<input type="checkbox"/>
Catering Officer	6 months	<input type="checkbox"/>
Compliance Officer	6 months	<input type="checkbox"/>
Prayer co-ordinator	6 months	<input type="checkbox"/>

VENUE (responsibility Chairperson)

Finalise location	5 months	<input type="checkbox"/>
Ensure Public Liability Insurance	8 weeks	<input type="checkbox"/>

SCHOOLS (responsibility Schools Liaison Officer)

Contact Schools with 'Information Pack'	5 months	<input type="checkbox"/>
Agree Schools to invite	5 months	<input type="checkbox"/>
Involve schools/childrens'/youth worker(s)	5 months	<input type="checkbox"/>
Prepare Schedule skeleton	4 months	<input type="checkbox"/>
Confirm date/time to Schools	3 months	<input type="checkbox"/>

PERSONNEL (responsibility Personnel Officer)

Exhibition Workers (inc schools workers/evangelists etc)	5 months	<input type="checkbox"/>
Agree date for Training Event (approx 1 month prior)	4 months	<input type="checkbox"/>
On-site Stewarding Team	8 weeks	<input type="checkbox"/>
Unloading/Assembling Team (5-6)	8 weeks	<input type="checkbox"/>
Dismantling/Loading Team (5-6)	8 weeks	<input type="checkbox"/>

PUBLICITY (responsibility Publicity Officer)

Agree opening times	5 months	<input type="checkbox"/>
Agree publicity strategy	5 months	<input type="checkbox"/>
Leaflets and Posters		
Agree Quantity	4 months	<input type="checkbox"/>
Agree Wording	4 months	<input type="checkbox"/>
Order Counties leaflets and posters	4 months	<input type="checkbox"/>
Publicise to other churches/groups	3 months	<input type="checkbox"/>
AA or RAC signs	3 months	<input type="checkbox"/>
Local Radio Station	8 weeks	<input type="checkbox"/>
Local TV Station	8 weeks	<input type="checkbox"/>
Newspaper or other advertising	6 weeks	<input type="checkbox"/>
Press Releases	6 weeks	<input type="checkbox"/>

CATERING (responsibility Catering Officer)

Plan LIFE Café (school/non-school)	3 months	<input type="checkbox"/>
Plan Opening Ceremony refreshments	3 months	<input type="checkbox"/>
Order provisions/equipment	4 weeks	<input type="checkbox"/>
Preparation arrangements	3 weeks	<input type="checkbox"/>

COMPLIANCE (responsibility Compliance Officer)

Ensure Health and Safety Risk Assessment carried out	3 months	<input type="checkbox"/>
Ensure Public Liability Insurance in place	3 months	<input type="checkbox"/>
Ensure Disability Discrimination aspects considered	3 months	<input type="checkbox"/>
Ensure Food Preparation Guidelines considered	3 months	<input type="checkbox"/>
Ensure Child Protection Policy in place/reviewed for exhibition	3 months	<input type="checkbox"/>

EXHIBITION OPENING CEREMONY (responsibility Chairperson)

Decide format	4 months	<input type="checkbox"/>
Decide 'Special Guest'	4 months	<input type="checkbox"/>
Invite 'Special Guest'	4 months	<input type="checkbox"/>
Invite other guests	3 months	<input type="checkbox"/>
Decide on refreshments	3 months	<input type="checkbox"/>

FOLLOW-UP (responsibility Chairperson)

Consider how to build on individual/school contacts	3 months	<input type="checkbox"/>
Consider follow-up events/activities	3 months	<input type="checkbox"/>
Agree dates	3 months	<input type="checkbox"/>
Consider publicity during LIFE expo	3 months	<input type="checkbox"/>
The Postal Bible School		
Agree use and Order materials	3 months	<input type="checkbox"/>