

IF:Local 2020 Final Checklist for Local Hosts

A few helpful tips for these final weeks of planning & preparation!

- Communicate event details to your attendees. Let them know if any food will be provided, what to bring, parking information, childcare (if applicable), etc.
- Confirm volunteers and communicate event details. Assign jobs to volunteers and let them know if there is anything specific you want them to wear. If you can, try to have a space for your volunteers at your church/venue where they can go to eat, drop their belongings, etc.
- Confirm food deliveries and orders. Make sure to note attendees with specific food needs and double-check that your orders include options for them.
- Do a walk-through of your space to make sure you have planned for everything you will need, such as a registration table, directions to the Nursing Moms space, tissues on the tables, etc.
- Purchase or gather keys and thin sharpies for the attendee experience.
- Do a Costco/Sams Club run for waters, snacks, coffee, etc.
- Compile an event playlist, or check out the IF:Gathering playlists [here](#).
- Print conversation cards, registration checklist, and all signage. *Still looking for signs for your space? [Consider buying the Hosting & Signage Bundle in the Shoppe!](#)*
- Go over the technology/production needs with your church/event space, have announcement slides ready to share with them, etc.
- If you're having giveaways, gather those items and make a plan for sharing about those with attendees.
- Take care of yourself! Secure childcare, dog care, and maybe get a friend who is dedicated to making sure you eat, drink, and use the bathrooms!
- And most importantly, PRAY. We know these events can't happen without the power and presence of God, and we don't want to do this work without Him! Pray for your team, your attendees, and trust that God is in control of every detail.