

ITEM NUMBER	ITEM NAME	DESCRIPTION	OWNER	TARGET DATE
Church Sponsors				
	Host Church	Develop host church involvement in conference and promotion within church.		
	Sponsoring Churches	Prepare list of churches to contact – send letters, make phone calls, etc.		
	Church Canvassing	Need to plan local church visits to physically visit each church according to a prepared list		
	Sponsor Church Follow Up	Follow up with churches we have spoken with concerning Forum sponsorship.		
Marketing Activities				
	Marketing Coordinator Role	Forum Coordinator to follow up and ensure someone is assigned the Marketing Coordinator role; should meet with the media team.		
	Marketing Action plan	<p>A plan needs to be put together on specific tasks for information sharing at all the classes and events at Host church:</p> <ol style="list-style-type: none"> 1) Bulletin announcement 2) Brochures and postcards on atrium info table 3) Posters up at conspicuous spots 4) TV monitor announcement 5) Pulpit announcement 6) Adult classroom/group announcements 7) E-mail blast 		
	Radio AD	Follow up on Radio ad idea, duration, script, fees, approval, need to consider effort, feasibility, etc		
	Finishers Radio Interview	Contact Radio station for Finishers leadership team interviews		
	Speaker details for Marketing	Obtain quotes from Plenary speaker to ensure that the info is part of the press release		

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Marketing Activities Cont'd				
	Post Cards	Consider how to get post cards into the hands of members either by handing them out Sundays or mailing them		
	Publicity support	Contact church office for press connections		
	Marketing Plan Tasks	Determine what tasks should be added to the project schedule		
Exhibitor Activities				
	Local Missions registration letter	Send letter to local ministries inviting them to exhibit		
	Follow up with Local Ministries	Follow up on local ministries that have been invited to exhibit. Send welcome letter as they register; gather data from their registration forms.		
	Exhibitor set up time	Confirm with Facilities Coordinator that exhibitors can begin setting up their booths at noon on Friday		
	Required Exhibitor Meeting	There is a required meeting at 3:00 pm Friday - do we have a room identified for that? Will we need to put up a sign for the exhibitors to find the room?		
	Exhibitor Gallery	Discuss possible locations for the Missions Gallery to ensure maximum exposure and walk through by forum participants		
	Exhibitor space requirements	Contact Finishers about when and how we will know about exhibitor space and electrical connection requirements.		
	Exhibitor Help	Determine who will be available to receive the items shipped by exhibitors prior to forum and store any items until Monday for UPS pickup.		

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Speaker/Workshop Presenters/Testimonials				
	Plenary speaker	Forum Coordinator to secure plenary speaker and follow-up with details of the forum; get picture and brief bio for forum notebook; send to headquarters@finishers.org		
	Welcome Letter to Workshop Speakers	Send letter to workshop speakers explaining available connections and the need for them to send us any electronic files that need to be made into hand outs. Request brief bio for notebooks; send to headquarters@finishers.org		
	Alternative Workshop Topics	Offer alternative workshop topics to speakers		
	Confirmed Workshop List	Confirm our list of suggested workshop topics and speakers with Finishers Project		
	Web workshop listing	Confirm that the workshop listing on the web is updated and accurate.		
	Number of workshops	Ensure with the Facilities Coordinator that we have enough classrooms for the slated workshops.		
	Testimonies	Team will gather ideas for who could do testimonies and then discuss number of testimonies and needs		
	Testimonies	Find people for each of the five testimonies		
	Testimonial Titles and Bios	1) Title and brief description of your testimony 2) Short bio 3) Technical needs for your testimony 4) If you will be utilizing a PowerPoint or other method of communication, please provide a copy of that presentation		

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Administrative/Technical/Facilities Items				
	Printer Available at Registration desk	Need a small printer for name tags for people who show up at the last minute		
	Menu Planning; Food Donations	Scope out Coordination of FF conference food with kitchen staff, identify tasks, Snack Donation letters out		
	Prayer Assault	Need to engage team in prayer as well as prayer warriors		
	Technical Needs	1) Plenary sessions 2) Classrooms 3) Exhibitors		
	Prayer room	Set up a prayer room for attendees		
	Worship schedule	Decision on worship schedule and duration		
	Lunch Plan	Budget says \$8.50 per person; check with various caterers, deli's, etc.		
	Food/Facilities tasks meeting	Detail out food tasks – water/coffee availability throughout forum, breakfast food/setup, etc.		
	Partners Meeting	(If there is to be a Finishers Partners Meeting Friday morning prior to the forum) Secure a room with round tables, 6 to a table, for approximately 30 people. Will require a hot breakfast (usually eggs, bacon, etc, fruit, drinks) at 8:30, then have the meeting from 9 am until noon. The room needs internet connectivity...can be wireless or hardwire, and the ability to show a DVD presentation.		
	Budget Spreadsheet	Develop spreadsheet to track local costs		

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Administrative/Technical/Facilities Items				
	WI-fi and computer connections	Connections should be available		
	Host Housing	Finishers staff usually stays in private homes to save money – need to identify host homes		
	Registration team meeting	Set up meeting with volunteers once details of process are received		
	Video	Get the Finishers Video up and running for the selected Sunday start date		