

First Impressions Checklist

Sunday Worship Service

Weekday

- Email greeter, usher, parking, refreshments approaching Sunday schedule.
- Check equipment is in working order.
- Check expiration dates and stock of refreshments.
- Check weather forecast; plan and notify accordingly.
- Keep updated evacuation plan
- Preplan distribution of any generosity efforts

Sunday

- Arrive 45 before Sunday service
- Walk through removing debris and trash
- Restroom check:
 - Clean?
 - Mints?
 - Lit Candle?
 - Signage current?
 - Paper products present?
- Prep refreshments
- Check all temporary signage and sign ups are accurate
- Ensure bulletins are ready for distribution
- Turn on music in parking/foyer area
- Turn on televisions/media elements
- Lead team huddle 30 min before service begins
- Verify that all First Impressions Team positions are covered:
 - Parking team position
 - Entrance
 - Mid lot
 - Guest lot

- Handicap lot
- Greeter team positions
 - Outdoor
 - Main entrance
 - Roaming hallway/foyer
 - Interior door
 - Roaming auditorium
- Usher team position
 - Interior doors
 - Offering collection
 - Security
- Refreshments Area
 - Server
 - Clean up
- Train new recruits
- Close interior doors as worship set ends
- Oversee Offering collection being placed in offices.
- Ensure a lasting impression from greeters as people exit
- Turn off media elements
- Empty trash in foyer, restrooms and in refreshment areas.