**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.