**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.