

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.