



This **ACTION CHECKSHEET** with suggested lead times, should assist you in the planning of the forthcoming LIFE Exhibition visit to your area.



I hope you will find it helpful in your preparations.

Action Check Sheet

CREATE A PLANNING TEAM

n.b. the roles below do not each have to be carried out by a different person.

Chairperson	6 months	<input type="checkbox"/>
Secretary	6 months	<input type="checkbox"/>
Schools Liaison Officer	6 months	<input type="checkbox"/>
Personnel Officer	6 months	<input type="checkbox"/>
Catering Officer	6 months	<input type="checkbox"/>
Publicity Officer	6 months	<input type="checkbox"/>
Compliance Officer	6 months	<input type="checkbox"/>
Prayer co-ordinator	6 months	<input type="checkbox"/>

VENUE (responsibility Chairperson)

Finalise location	5 months	<input type="checkbox"/>
Ensure Public Liability Insurance	2 months	<input type="checkbox"/>

SCHOOLS (responsibility Schools Liaison Officer)

Contact Schools with 'Information Pack'	5 months	<input type="checkbox"/>
Agree Schools to invite	5 months	<input type="checkbox"/>
Involve schools/childrens'/youth worker(s)	5 months	<input type="checkbox"/>
Prepare Schedule skeleton	4 months	<input type="checkbox"/>
Confirm date/time to Schools	3 months	<input type="checkbox"/>

PERSONNEL (responsibility Personnel Officer)

Exhibition Workers (inc schools workers/ministers)	5 months	<input type="checkbox"/>
Agree date for Training Event (approx 1 month prior)	4 months	<input type="checkbox"/>
On-site Stewarding Team	2 months	<input type="checkbox"/>
Unloading/Assembling Team (5-6)	2 months	<input type="checkbox"/>
Dismantling/Loading Team (5-6)	2 months	<input type="checkbox"/>

PUBLICITY (responsibility Publicity Officer)

Agree opening times	5 months	<input type="checkbox"/>
Agree publicity strategy	5 months	<input type="checkbox"/>
Leaflets and Posters	4 months	<input type="checkbox"/>
Agree Quantity		
Agree Wording		
Order Counties leaflets and posters	4 months	<input type="checkbox"/>



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Publicise to other churches/group	3 months	<input type="checkbox"/>
AA or RAC signs	3 months	<input type="checkbox"/>
Local Radio Station	2 months	<input type="checkbox"/>
Local TV Station	2 months	<input type="checkbox"/>
Newspaper or other advertising	6 weeks	<input type="checkbox"/>
Press Releases	6 weeks	<input type="checkbox"/>
CATERING (responsibility Catering Officer)		
Plan LIFE Café (school/non-school)	3 months	<input type="checkbox"/>
Plan Opening Ceremony refreshments	3 months	<input type="checkbox"/>
Order provisions/equipment	1 month	<input type="checkbox"/>
Preparation arrangements	3 weekss	<input type="checkbox"/>
COMPLIANCE (responsibility Compliance Officer)		
Ensure Health and Safety Risk Assessment carried out	3 months	<input type="checkbox"/>
Ensure Public Liability Insurance in place	3 months	<input type="checkbox"/>
Ensure Disability Discrimination aspects considered	3 months	<input type="checkbox"/>
Ensure Food Preparation Guidelines considered	3 months	<input type="checkbox"/>
Ensure Child Protection Policy in place /reviewed for exhibition	3 months	<input type="checkbox"/>
EXHIBITION OPENING CEREMONY (responsibility Chairperson)		
Decide format	4 months	<input type="checkbox"/>
Decide 'Special Guest'	4 months	<input type="checkbox"/>
Invite 'Special Guest'	4 months	<input type="checkbox"/>
Invite other guests	3 months	<input type="checkbox"/>
Decide on refreshments	3 months	<input type="checkbox"/>
FOLLOW-UP (responsibility Chairperson)		
Consider how to build on individual/school contacts	3 months	<input type="checkbox"/>
Consider follow-up events/activities	3 months	<input type="checkbox"/>
Agree dates	3 months	<input type="checkbox"/>
Consider publicity during LIFE expo	3 months	<input type="checkbox"/>
The Postal Bible School Agree use and Order materials	3 months	<input type="checkbox"/>