

Course:	Date:	
Venue	Telephone:	
Contact	Name:	Role at organization:

Task	Target Date	Done	By whom	Date
Dates "penciled" in calendar				
Sent out a "Weekend Course Pack".				
Started section in "Weekend Course Bookings" Folder and put in copy of the letter and list of important issues actually sent				
Received Deposit (please write how much)				
"Penned" in dates in calendar (on receipt of deposit)				
Point Person appointed (at next staff meeting)				
Initial contact made 12 weeks before:				
Did you meet face to face?	Yes / No			
Is the room big enough?	Yes / No			
Did you agree a promotions strategy?	Yes / No			
Did you go through the List of important issues?				
Do you believe they fully understand what they need to do?	Yes / No			
Proposed plan for promotion, created by church, received (put a copy in folder)				
Appropriate Promotion material sent (see below for recording actual details)				
Trainers allocated (1 month before course)				
Workshops allocated (2 weeks before course)				
Manuals produced (2 weeks before course)				
Name Tags produced (week of course)				
Boxes packed and all relevant equipment collected (week of course)				

