Arrangements

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need
- Answer any questions folks have about the team or the events
- Recruit folks for set up and tear down for all events – some daytime crews would be very helpful as well
- Recruit and/or nominate captains for Staging, Team Materials and Facility
- If needed, brainstorm and identify possible people to recruit by church; assign people present to ask them to join your team
- Brainstorm (and delegate, as much as possible) further enquiries into suppliers for staging, props, materials, chairs, tools and safety equipment, as needed
- Plan next meeting time

Local Links /Discipleship

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need (Local Links, Materials, Discipleship, Statistics)
- Answer any questions folks have about the team or the events
- Recruit and/or nominate captains for Local Links, Materials, Discipleship, Statistics
- Recruit Local Link representatives from individual churches to help with recruiting from their church
- Gather information on churches' discipleship programs already in place (will gather from surveys)
- Brainstorm ways how a church could meet effectively the needs of un-churched new believers after the campaign
- Plan next meeting time

Hospitality

- Gain information from all attending in regard to housing, meals and transportation (will do with survey given to everyone)
- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need (housing, meals, transportation, special events)
- Answer any questions folks have about the team or the events
- Recruit volunteers as church representatives for hospitality (to help recruit more housing or meal helpers when needed)
- Recruit help for special events coming up
- Recruit and/or nominate captains/co-captains for Meals, Special Events, Transportation and Accommodation
- Recruit folks to help contact businesses for items such as food for the teams, or maps for the welcome packs for the team members (feel free to brainstorm what you should include in packs)
- Brainstorm (free) group housing for a team (where facilities permit – showers, ample floor space or bunks, access to laundry facilities)
- Plan next meeting time

Prayer

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need (Community-wide prayer efforts, Operation Andrew, etc)
- Gather information about existing prayer groups in churches throughout the community
- Sign people up for regular prayer updates
- Brainstorm ways to mobilise prayer in the area for IWT – prayer walks, prayer labyrinth, prayer wall, prayer chains…
- Recruit volunteers to act as church representatives in the area of prayer to be a link for prayer points to their church
- Recruit captains for community-wide Prayer Events and Operation Andrew
- Pray
- Plan next steps

Publicity

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need (getting info to churches, getting info to everyone else!)
- Answer any questions folks have about the team or the events
- Recruit volunteers to act as church representatives in the area of publicity to help spread the news and distribute publicity for upcoming events
- Recruit folks who might be available now to help distribute flyers in the area
- Brainstorm ideas for free publicity in the area – free community calendars, free radio, newspaper or internet ads, free banner space, etc… be creative!
- Plan next meeting time, as needed

Stewards

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need (mainly event nights)
- Answer any questions folks have about the team or the events
- Recruit volunteers as church representatives for stewarding to help recruit more stewards from their churches
- Brainstorm and identify contacts from local churches as Stewards
- Recruit and/or nominate captains/co-captains for Materials/Assignments, Security, Reception and Parking
- If needed, brainstorm and identify possible people to recruit by church; assign people present to ask them to join your committee
- Plan next meeting time, as needed

Administration

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need
- Recruit people to help with data entry, mailings and other administrative tasks before and during the tour
- If needed, brainstorm and identify possible people to recruit by church; assign people present to ask them to join your committee
- Gather any info on potential supplies we could use during or before tour week – computers, printers…

Fundraising

- Introduce yourself and share briefly about the type of team you'd like to recruit and remind them of the areas of need
- Brainstorm ideas for possible avenues of fundraising – businesses, individuals, trusts, organisations …
- If needed, brainstorm and identify possible people to recruit by church; assign people present to ask them to join your committee
- Plan next meeting time