

Checklist for Making Your Weekend Successful

- Helpful Suggestion:** Collect all the items listed below and put them in a small colorful, plastic, laundry-type basket. This will be readily identifiable and transportable.

ALL TWELVE (12) ITEMS BELOW ARE REQUIRED FOR EACH SESSION AND ARE TO BE AVAILABLE AT THE START OF EACH SESSION

- A quality overhead projector (*please test before the weekend*)
- Spare bulb for the above overhead projector
- Largest projector screen possible (at least 8' by 10')
- Wireless mike with sound system
- Trained sound technician to test the system before each session
- "Stick-'em-on-type" of nametags (*NOT printed church nametags*)
- Several Black Magic Marker pens (*for writing on the nametags*)
- A small table for nametags
- Small candles (3" or 4") with plastic or paper drippers — estimate one person
- Extra Bibles
- Pens (*NOT pencils*)
- A half ream of yellow paper cut in half sheets (5½" by 8½") (*this represents the **TOTAL** amount needed for the ENTIRE weekend*)

NOTE THE SPECIAL ITEMS IN "RED" ON THE FOLLOWING PAGES THAT ARE REQUIRED FOR EACH INDIVIDUAL SESSION (SEE NOTE BELOW) IN ADDITION TO THE ABOVE REQUIRED ITEMS

Note: The checklists on the following pages uses the Friday-Saturday-Sunday model. If your model is different (e.g., Sunday-Monday-Tuesday), please adapt accordingly by substituting each individual session listed on the following pages.

Friday Sessions

For Seasoned Saints — Senior Citizens and Retirees

Time: 1½ Hours — 3:00–4:30 p.m.

- Each Saint needs to bring a **Bible suitable for marking** and an unframed family **photo**
- Drinks and snacks** for the 3:00–3:30 p.m. time frame
- Room Set-Up:** Movable chairs set in several semi-circles in front of the overhead projector table

For Families — Adults, Children 5 years and up, and Teens

Time: 2½ Hours — 6:00–8:30 p.m.

- Four (4) bags of candy **Gummy Worms (not the sugar-covered kind)**
- Pizza** or substitute food items for the 6:00–7:00 p.m. supper time frame
- Room Set-Up:** A large room with movable chairs set in several semi-circles in front of the overhead projector table (*NOT in the sanctuary*)

For Singles — Including Young, Middle Age, and Older Adults

Time: 1½ Hours — 8:30–10:00 p.m.

- One (bag) of candy **Gummy Worms (not the sugar-covered kind)**
- Drinks and snacks** for the 8:30–9:00 p.m. time frame
- Room Set-Up:** Smaller room (e.g., lounge) with movable chairs in a closed circle that includes the overhead projector on a small table

Saturday Sessions

For Men — Single, Married, and Teenagers

Time: 3 Hours — 8:00–11:00 a.m. OR
7:30–11:00 a.m. IF a **continental** breakfast is served OR
7:15–11:00 a.m. IF a **cooked** breakfast is served

- Each man needs to bring a **Bible suitable for marking**, an unframed **family photo**, and a calendar or **day timer**
- One (1) **audio tape player** or "boom box" (*please test before the weekend*)
- Three (3) packs of 100-count **Post-it® notes (2" by 3")**
- 5½" by 8½" **sheets of white paper** equal to four (4) times the number of men
- Plain 3 ⅝" by 6½" **envelopes** equal to four (4) times the number of men
- One (1) 8' by 4' constructed **wooden cross** per 25 men, made out of 2'-by-4's
- Three (3) **hammers** per constructed wooden cross
- Four (4) 4" **nails** per man
- One (1) roll of **masking tape**
- Drinks and snacks** for the 9:20–9:35 a.m. time frame
- Room 1 Set-Up:** In the **SANCTUARY:** One (1) small table for the overhead projector placed in the chancel area. One (1) other small table or the communion table, located near the projector table. On this second table, place a plastic tablecloth that covers the table; a clear, large (salad type) bowl filled half full with water; and 12 large sized cotton balls.
- Room 2 Set-Up:** In a room near the **SANCTUARY:** Two to three (2–3) tables set up for the drinks and snacks for the break.

For Women — Single, Married, and Teenagers

Time: 2½ Hours — 1:30–4:00 p.m.

- Each woman needs to bring a **Bible suitable for marking** and an unframed **family photo**
- One (1) **audio tape player** or "boom box" (*please test before the weekend*)
- Three (3) packs of 100-count **Post-it® notes (2" by 3")**
- One (1) **spade** (pointed long handled shovel)
- Drinks and finger foods** for the 1:30–2:00 p.m. time frame
- Room 1 and 2 Set-Up:** Same as Room 1 and 2 Set-Up for Men — See above

For Couples and Engagees

Time: 2½ Hours — 6:30–9:00 p.m.

- One (1) **audio tape player** or "boom box" (*please test before the weekend*)
- 8½" by 11" **sheets of white paper** equal to the number of persons
- Dinner or dessert only** for the 6:30–7:30 p.m. time frame
- Room Set-Up:** In a large dining room or fellowship area: One (1) small table for the overhead projector placed in the front area. Other large tables corresponding to the number of couples expected, and set for 4 or 8 persons, NOT for 6. Set large tables with one end pointing toward the projector in a somewhat "V" formation. Place four (4) lit candles on each large table.

Sunday Sessions

For All Church Leaders and their Spouses

Time: 1¼ Hours — Before the Sunday School or the Sunday Worship Service

- Please! NO coffee or donuts served before or during this time!**
- One (1) **audio tape player** or “boom box” (*please test before weekend*)
- One (1) black and white **photocopied church pictorial directory** (*only family photo pages, not miscellaneous pages*)
- One (1) copy per leader of a **listing of all the missionaries and ministries** supported by the host church
- Room 1 Set-Up:** In a carpeted room with movable chairs: Set chairs in one (1) large circle if possible (if not, then set the chairs in several semi-circles in front of the projector). One (1) small table located up front near the projector. On this table place: a plastic table cloth that covers the table, a clear, large (salad type) bowl filled half full of water; and 12 large sized cotton balls.

In the same room if possible (if not, then in an adjoining room): one (1) dining size table per every 12 leaders expected, each table cover each table with white flip-chart paper or paper tablecloth. These tables may be folded at the start of the session, then unfolded and covered with the paper just prior to their use.

For Senior High Youth

Time: 1 Hour — During the Sunday School hour

- Each youth needs to bring a **Bible suitable for marking**
- One (1) pack of 100-count **Post-it® notes (2” by 3”)**
- Room Set-Up:** Movable chairs, set in one (1) circle around the projector table OR in several semi-circles in front of the projector table if there is a large number of youth

For Sunday Morning Worship Service(s)

Time: Dr. Rand would like a 30-minute time slot for his personal comments, reading of 2 Corinthians 1:8-11, and the sermon entitled: “How to Stay Up Down Times.” Also, he wishes to have the hymn “How Firm a Foundation” sung immediately following the sermon.

- Each worship bulletin needs to contain a **3½ by 5 white index card** of expected worshipers
- Several **sharpened pencils** in each pew hymnal rack
- Room 1 Set-Up:** At least one (1) folded dining-size table available near the front of the sanctuary, placed out of the view of the congregation
- Room 2 Set-Up:** A small table set up in the narthex or fellowship area for displaying Dr. Rand’s books