NEXTGEN21 LEADER'S CHECKLIST

nextgen.kcc.org.au

Event name: _____   Event date: _____

Leader's name: _____   Location: _____

Church name: _____   Contact: _____

Item	Responsibility	Due Date
☐ Attend NextGen's Free Info Night		
☐ Venue inspection		
☐ Create a budget		
☐ Create marketing plan for church newsletters and social - using the free resources on NextGen's website		
☐ Reach out to potential trainers		
☐ Set the training date		
☐ Send invitation to potential trainees		
☐ Download NextGen's A Leader's Guide resources		
☐ Venue confirmed		
☐ Draft contingency plan (COVID-19 specifics)		
☐ Draft program		
☐ Register trainees and trainers via NextGen website		
☐ Confirm trainers		
☐ Assign tasks to trainers		
☐ Training Kit arrived in the mail		

NEXTGEN21 LEADER'S CHECKLIST

nextgen.kcc.org.au

Item	Responsibility	Due Date
☐ Confirm final trainees numbers		
☐ Set-up day logistics confirmed		
☐ Confirm catering		
☐ Obtain all resources and materials		
☐ Training begins!		
☐ Share your photos and encouragements on NextGen socials		
☐ Complete NextGen's feedback form (included in the pack)		
☐ Download NextGen's A Leader's Guide resources		
☐ Send the completed forms to nextgen@kcc.org.au		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		
☐		