Planning Group Agenda

Pre Programme Checklist

Action	Held over	Person Responsible	Completed/Confirmed
Launch service……. Other services …… …… …… …… All age …… Financial presentation …….. Harvest …… Thanksgiving ……		…… …… …… …… …… …… …… …… ……	
Intercessions in place Prayer cards distributed Other arrangements in place			
Brochure produced and distributed Letters produced and distributed Supplementary information produced and distributed			
Visitors briefed, commissioned and visiting			
Small Groups begun and supported			
Children and young people work held and supported			
Socials held			
PCC/DCC and Planning Group leadership secured and individuals thanked			
Arrangements for *thank you* and *reminder* (non response) letters in place			
Arrangements for follow up of gift aid and standing order/envelope requests in place			

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