

FCA Leaders' Meeting Planning Sheet

Date _____

Title _____

Location _____

Topic _____

Type of Meeting:

_____ Speaker

_____ Small Group Discussion

_____ Student Testimony/Devotional

_____ Service Project

_____ Social/Fellowship

Welcome/Announcements

Warm-up (Music, Game, Skit)

Workout (Program)

Wrap-up (Closing/ Prayer)

RESPONSIBILITY CHECK LIST

Welcome: _____

Warm-up: _____

Workout: _____

Wrap-up: _____

Publicity: _____

Room Setup: _____

Snacks/ Food: _____

Inviting Teams/ Coaches: _____

Music/ Skit: _____

Audiovisual: _____

Order Materials: _____

Other Needs: _____