

CHECKLIST

No.	Description	Person Responsible	Remarks/Due Date
1.	Cell Harvest Date /Venue		Date: Venue:
2.	Party Program Coordinator/MC		
3.	Food Coordinator/Checklist for food		
4.	Prayer coordinator Prayer shield for salvation/guests/cell members		
5.	Meeting for Harvest Party – Brainstorm		
6.	Person to share testimony		
7.	Go through testimony with person sharing		
8.	Training to share John 3:16 & testimony		
9.	Practice John 3:16		
10.	Grouping to share John 3:16 (1 person lead)		
11.	Preparation of invitation cards Map		
12.	Collect & send out invitation cards for OIKOS		
13.	Pray for OIKOS (with fasting, if possible)		
14.	Confirmation of attendees (by phone)		
15.	Assign members to guests to share John 3:16		
16.	Attend Church Prayer meeting		
17.	Chief Usher – Markers & Name tags for members/non members		
18.	Worship Leader/Guitar		
19.	Ice-Breaker 1 – Information gathering of guests) Ice-Breaker 2)		
20.	Preparation material for ice-breakers)		
21.	Prizes for winners (ice-breakers)) Souvenirs for guests)		
22.	Prayer for Opening, Blessing, and food		
23.	Welcome guests/serve drinks		
24.	Clean up after party		
25.	Salvation respond pack		

IMPORTANT DATES

	DESCRIPTION	PERSON RESPONSIBLE	DATELINE
1.	Practice John 3:16		
2.	Food Coordinator – Menu		
3.	Send out invitation cards		
4.	Confirmation of guests (by phone)		
5.	Meeting for Cell harvest – brainstorm		
6.	Worship Leader – Songs		
7.	Preparation of Testimony		
8.	Full Rehearsal		
9.	Venue Coordinator – Table & Chairs etc		
10.			