



'MTS IN FOCUS' EVENT CHECKLIST

DETAILS

DATE

TIME

VENUE

ADDRESS

PROGRAM

MC

BIBLE TALK SPEAKER

MTS APPRENTICE INTERVIEWEE

MTS TRAINER INTERVIEWEE

PROGRAM OUTLINE

POWERPOINT

PUBLICITY

FACEBOOK EVENT

SOCIAL MEDIA POSTS

CHURCH BULLETIN

EMAILS

VENUE SET UP

THEATRE STYLE OR TABLES & CHAIRS

SUPPER & CATERING SUPPLIES

AV & SCREEN

REGISTRATION SHEET

EVENT MATERIALS (IF APPLICABLE)

NAME TAGS & PEN

BACKGROUND MUSIC (IF APPLICABLE)

