

Mission Countdown Checklists

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Mission Countdown Checklist

First Things First

Mission begins: / /

This Countdown Checklist will help you to start planning your mission week in plenty of time. Each item has a space for you to write the deadline for completing the task, and we've suggested the minimum number of weeks before the mission that should be. (These are a rough guide, but as a general rule it's better to do things sooner rather than later!). There's also a tick box so you can see what you've done, and what is still left to do.

This checklist concentrates on the big decisions that need to be made as you begin to plan your mission. For more details, make sure you read *The Definitive Mission Planning Guide!*

12-6 months before the mission... (i.e. as early as you can)	Complete by:	✓
Book a main speaker or speakers.	(/ /) 26 wks	<input type="checkbox"/>
Arrange for your main speaker to speak at your carol service and weekend away (or another event before the mission week).	(/ /) 26 wks	<input type="checkbox"/>
6 months before the mission... (/ /)		
Assign responsibilities for different elements of the mission: (Make sure each one gets a copy of <i>The Definitive Mission Planning Guide</i> . There's also a separate Countdown Checklist for roles marked with a * below).	(/ /) 24 wks	<input type="checkbox"/>
Lunchbars*		<input type="checkbox"/>
Evening Events*		<input type="checkbox"/>
Internationals*		<input type="checkbox"/>
First Contact Evangelism		<input type="checkbox"/>
Publicity*		<input type="checkbox"/>
Treasurer		<input type="checkbox"/>
CU Guests*		<input type="checkbox"/>
Follow Up*		<input type="checkbox"/>
Prayer*		<input type="checkbox"/>
Begin to discuss an overall plan for the week, and (with your speaker) choose a theme and title for the mission.	(/ /) 20 wks	<input type="checkbox"/>
Decide on a budget for the mission, and make sure each member of the team is clear how much they have to spend.	(/ /) 20 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
Decide how you will launch and communicate about the mission to the whole CU.	(/ /) 16 wks	<input type="checkbox"/>
Organise any training the CU might need (eg answering difficult questions, sharing testimonies etc).	(/ /) 4 wks	<input type="checkbox"/>

Mission Countdown Checklist

Lunchbars

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This checklist will help you plan a series of lunchtime apologetic talks, often called 'lunchbars.' For lots more ideas and tips, make sure you read *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)	Complete by: ✓
Decide who will be responsible for lunchbars.	(/ /) 21 wks <input type="checkbox"/>
Decide how many lunchbars you will have. (How many days? How many per day?)	(/ /) 21 wks <input type="checkbox"/>
Book a central, easy-to-find venue.	(/ /) 15 wks <input type="checkbox"/>
5 months before the mission... (/ /)	
CU ask their friends for their top 3 objections to Christianity (to help with choosing titles).	(/ /) 16 wks <input type="checkbox"/>
4 months before the mission... (/ /)	
Discuss and choose talk titles (with speaker).	(/ /) 11 wks <input type="checkbox"/>
3 months before the mission... (/ /)	
Plan food. Approach local churches if necessary.	(/ /) 3 wk <input type="checkbox"/>
2 months before the mission... (/ /)	
Design and print publicity (or coordinate with publicity team).	(/ /) 22 wks <input type="checkbox"/>
2 weeks before the mission... (/ /)	
Begin advertising	Ongoing <input type="checkbox"/>
1 week before the mission... (/ /)	
Check final arrangements.	Next week! <input type="checkbox"/>

Mission Countdown Checklist

Evening Events

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This checklist will help you plan a series of evening evangelistic events, which will probably be at the heart of your mission week. For more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Book a suitable venue.	(/ /) 15 wks	<input type="checkbox"/>
Decide how many evening events you will have.	(/ /) 21 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Discuss and choose talk titles (with speaker).	(/ /) 12 wks	<input type="checkbox"/>
3 months before the mission... (/ /)		
Begin to plan running order for each evening	(/ /) 1 wk	<input type="checkbox"/>
Organise music/entertainment for each evening.	(/ /) 3 wks	<input type="checkbox"/>
Organise food	(/ /) 1 wk	<input type="checkbox"/>
2 months before the mission... (/ /)		
Design and print publicity (or coordinate with publicity team).	(/ /) 2 wks	<input type="checkbox"/>
Organise team to decorate evening venue.	(/ /) 1 wk	<input type="checkbox"/>
Organise MCs.	(/ /) 2 wks	<input type="checkbox"/>
Organise set up/clear up teams.	(/ /) 1 wk	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Begin advertising	Ongoing	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist Internationals

Mission begins: / /

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This checklist will help you plan a series of evangelistic events for international students. For more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)	Complete by: ✓
Book a speaker for these events if you haven't already.	(/ /) 21 wks <input type="checkbox"/>
Book a suitable venue.	(/ /) 15 wks <input type="checkbox"/>
Talk to Friends International about your plans, and check what other international events are planned.	Ongoing <input type="checkbox"/>
4 months before the mission... (/ /)	
Work out how international students will travel to the main event.	(/ /) 11 wks <input type="checkbox"/>
3 months before the mission... (/ /)	
Discuss and choose talk titles (with speaker).	Ongoing <input type="checkbox"/>
Begins to plan food for the evenings.	(/ /) 2 wks <input type="checkbox"/>
2 months before the mission... (/ /)	
Design and print publicity (or coordinate with publicity team).	(/ /) 2 wks <input type="checkbox"/>
1 month before the mission... (/ /)	
Plan food. Approach local churches if necessary.	(/ /) 1 wk <input type="checkbox"/>
2 weeks before the mission... (/ /)	
Begin advertising to international students.	Ongoing <input type="checkbox"/>
1 week before the mission... (/ /)	
Check final arrangements.	Next week! <input type="checkbox"/>

Mission Countdown Checklist

Publicity

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Well-organised publicity is hugely important for a successful mission week - how will anyone come to events if they don't know what's happening? This checklist will help you keep on top of the publicity as in the run up to the mission week. And for more details, tips and ideas, make sure you look at *The Definitive Mission Planning Guide*.

2 months before the mission... (/ /)	Complete by:	✓
Collect details of each event:	(/ /) 7 wks	<input type="checkbox"/>
Evening Events	<input type="checkbox"/>	
Lunchbars	<input type="checkbox"/>	
International Events	<input type="checkbox"/>	
Follow Up	<input type="checkbox"/>	
Others	<input type="checkbox"/>	
Design and print posters.	(/ /) 2 wks	<input type="checkbox"/>
Design and print a programme of all events.	(/ /) 2 wks	<input type="checkbox"/>
Design and print daily flyers for each day.	(/ /) 1 wk	<input type="checkbox"/>
2 weeks before the mission... (/ /)		
Put up posters.	(/ /) 1 wk	<input type="checkbox"/>
Distribute weekly programmes.	(/ /) 1 wk	<input type="checkbox"/>
Organise flyering teams for mission week.	(/ /) 1 wk	<input type="checkbox"/>
During the mission...		
Monitor stocks of flyers, printing more if necessary.		<input type="checkbox"/>

Mission Countdown Checklist CU Guests

Mission begins: / /

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CU Guests are non-students who join you to help with your mission week, and a good team of guests can make a huge difference to a mission week. This checklist will help you put a team of guests together for your mission. For more details, make sure you look at *The Definitive Mission Planning Guide*, and #CUGsLife, our top tips for CU Guests.

6 months before the mission... (/ /)		Complete by: ✓
Work out number of CU Guests required.	(/ /) 16 wks	<input type="checkbox"/>
Begin to make a list of graduates, church workers, Relay workers who could be CU Guests.	(/ /) 16 wks	<input type="checkbox"/>
4 months before the mission... (/ /)		
Invite CU Guests.	(/ /) 12 wks	<input type="checkbox"/>
2 months before the mission... (/ /)		
Arrange accommodation for CU Guests.	(/ /) 2 wks	<input type="checkbox"/>
Keep CUGs informed about mission plans.	Ongoing	<input type="checkbox"/>
1 month before the mission... (/ /)		
Produce welcome packs including timetables and details of accommodation.	(/ /) 1 wk	<input type="checkbox"/>
1 week before the mission... (/ /)		
Check final arrangements.	Next week!	<input type="checkbox"/>

Mission Countdown Checklist

Follow Up

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Good follow up is crucial if a mission week is to have a lasting impact. This checklist will help you to plan your follow up, and to keep a focus on follow up throughout the planning and the mission itself. You'll also find lots of details and helpful ideas in *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)	Complete by: ✓
Ensure follow up is kept central in mission planning and communication.	Ongoing <input type="checkbox"/>
Plan and run one-to-one Bible study training for CU if required.	(/ /) 4 wks <input type="checkbox"/>
5 months before the mission... (/ /)	
Decide how you will follow up interested non-Christians.	(/ /) 16 wks <input type="checkbox"/>
Decide how you will follow up new Christians.	(/ /) 16 wks <input type="checkbox"/>
4 months before the mission... (/ /)	
Set dates and times for follow up courses.	(/ /) 12 wks <input type="checkbox"/>
Book a suitable venue.	(/ /) 12 wks <input type="checkbox"/>
Arrange speakers if necessary.	(/ /) 12 wks <input type="checkbox"/>
3 months before the mission... (/ /)	
Get resources (DVDs, workbooks, Bibles etc) for courses.	(/ /) 12 wks <input type="checkbox"/>
Recruit and train group leaders for follow up courses, if required.	(/ /) 4 wks <input type="checkbox"/>
1 month before the mission... (/ /)	
Design and print feedback forms for all events.	(/ /) 1 wk <input type="checkbox"/>
During the mission...	
Ensure feedback forms are distributed and collected at all events.	<input type="checkbox"/>

Mission Countdown Checklist

Prayer

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The best missions are usually the ones where lots of people are praying for the CU, and where the CU are committed to expressing their dependence on God by meeting together for prayer each day. This checklist will help you to get people praying. For more advice and ideas, get hold of *The Definitive Mission Planning Guide*.

6 months before the mission... (/ /)		Complete by: ✓
Write a prayer letter outlining your plans for prayer supporters.	(/ /) 22 wks	<input type="checkbox"/>
Prepare Powerpoint presentation of prayer info for use in local and home churches.	(/ /) 22 wks	<input type="checkbox"/>
5 months before the mission... (/ /)		
Send prayer letter to local and home churches.	(/ /) 19 wks	<input type="checkbox"/>
Arrange opportunities for members of committee/planning team to talk about the mission in local churches.	(/ /) 8 wks	<input type="checkbox"/>
Encourage CU members to talk about the mission in home churches.	Ongoing	<input type="checkbox"/>
3 months before the mission... (/ /)		
Encourage CU members to be praying regularly for 5 friends.	(/ /) 12 wks	<input type="checkbox"/>
Book a suitable venue for morning prayer meetings during the mission.	(/ /) 4 wks	<input type="checkbox"/>
2 months before the mission... (/ /)		
Recruit people to prepare and lead each prayer meeting.	(/ /) 2 wks	<input type="checkbox"/>
Decide if you will provide food at the prayer meetings, and organise who will bring it.	(/ /) 1 wk	<input type="checkbox"/>
1 month before the mission... (/ /)		
Write and distribute another prayer letter to local churches.	(/ /) 1 wk	<input type="checkbox"/>
After the mission...		
Write and send a follow up prayer letter to local and home churches.		<input type="checkbox"/>