



Planning Checklist (page 1 of 2)

If you're more of a 'list' person, here's a checklist to customize.



Tip: Ask for church/parents to sponsor the food. You never know if you don't ask!

Getting started...

- ❑ Find a team to help you run Alpha – including friends, other students, youth leaders, pastors, parents, teachers, etc.
- ❑ Ask around to see if anyone else in your community is thinking about running Alpha. You can coordinate with them and run it together in your high school.
- ❑ Find people to pray for you and your team as you run Alpha in your school.
- ❑ If possible, connect with a sponsor teacher at your school.

With your team...

- ❑ Gather information about running clubs in your school before asking permission from your principal.
- ❑ Customize the **Letter to the Principal** - to suit the needs of your group and your school.
- ❑ Ask permission from your principal or school administrator to run and promote Alpha in your school.
- ❑ Plan the details of your Alpha session:
 - What day will you run Alpha in your school?
 - When are you planning to get together with the group - lunch break, after school, spare period, etc?
 - How are you going to show the videos? A laptop, TV, or projector? Will you need speakers or other equipment?
 - Look for a room where your friends will be comfortable and willing to share their thoughts.
 - Think about how you will incorporate food - popcorn, Timbits, ice cream, pizza and more. Be creative!

Once you have a plan in place...

- ❑ Register your Alpha at run.alpha.org.au every time you run it (so we can better serve and support you)!
- ❑ Begin to customize the promotional materials and guest invitations.
- ❑ Download all 12 video sessions and the Small Group Discussion Guide.

Two weeks before the start date...

- ❑ Watch training videos 1 & 2 with your team & talk about questions you may have. Book 1 hour for each session.
 - Team Training Session 1: Essentials (21 minutes)
 - Team Training Session 2: Small Groups (30 minutes)
- ❑ Print a hardcopy of the Small Group Discussion Guide . Save a copy on your laptop, tablet, or phone.
- ❑ Create a weekly schedule for your entire Alpha through Alpha Builder. Take into account holidays and other events that may clash with your Alpha dates.



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One week before the start date...

- ▣ Do a “test run” with your leadership team.
- ▣ Pray for people who need to be invited or haven’t decided yet. Pray for those who have already agreed to come.
- ▣ Plan a time to watch **Team Training Session on Prayer Ministry** together (30 minutes).
(which should be done a week before the Alpha Weekend/Day).

When Alpha starts...

- ▣ Arrive early to set up, create the atmosphere, and prepare for the session.
- ▣ Make sure all audio-visual equipment is in place before guests arrive.
- ▣ Rearrange desks and chairs as needed. Remember you’re trying to create an open atmosphere for sharing and talking, not teaching or lecturing.
- ▣ Begin to promote the dates for the Alpha Weekend/Day (starting on Week 3).
- ▣ Clean up and reset the room. Remember, it should be as good as - or better - than when you got there!

After your last session...

- ▣ Ask your guests and leaders to fill out feedback forms about their experience on Alpha.
*This feedback is really helpful if you or someone else from your team want to run Alpha again in the future! Try to be open minded to receive advice... Don't let your feelings be hurt because someone had a suggestion on how to do things better.
- ▣ After Alpha, please fill out the online survey sent by Alpha Canada. We would love to hear how it went.



Debrief! If you don’t have time to debrief with your team after the session, plan to meet together at another time to talk about what went well and what needs to be improved for the next session.

“ We are called to be missionaries in our neighbourhoods, in our communities, in our schools.

- Grade 12 student