

**REVIVAL PREPARATION TEAMS AND RESPONSIBILITIES**

**Hospitality Team**

**YOUR ASSIGNMENT:** Leader guides the team to serve as hosts and make arrangements for the Revival Guest Team. This could include hotel arrangements, meals, transportation assistance, and so forth. You want to make the Revival Guest Team as comfortable as possible since they are serving away from home.

**Example Countdown Calendar**

Six weeks before the revival event	Date: _____
<ul style="list-style-type: none"> <li>➡ Enlist team and begin planning</li> </ul>	
Five weeks before the revival event	Date: _____
<ul style="list-style-type: none"> <li>➡ Communicate with the Revival Guest Team and inquire about their preferences for accommodations and meals. Inquire if they are on any special diets or have any specific needs.</li> <li>➡ Acquire hotel reservations.</li> <li>➡ Acquire plane transportation if required.</li> </ul>	
Three weeks before the revival event	Date: _____
<ul style="list-style-type: none"> <li>➡ If any meals are to be prepared, enlist church members or cater as needed. It is best not to plan too many large meals.</li> <li>➡ If the Revival Guest Team is flying, secure a car for them. If necessary, arrange transportation from the airport.</li> </ul>	
One week before the revival event	Date: _____
<ul style="list-style-type: none"> <li>➡ Arrange for hospitality baskets to be placed in hotel room(s).</li> <li>➡ Make arrangements with local restaurants for the Revival Guest Team to eat and sign for their meals.</li> <li>➡ Ask if the hotel room comes with a refrigerator. If so, provide some drinks and snacks. Communicate with the team as to what they prefer.</li> </ul>	
During the week of the revival event	Date: _____
<ul style="list-style-type: none"> <li>➡ Communicate with the Revival Guest Team daily and see if they have any needs.</li> </ul>	

## **Additional Suggestions**

- Keep in mind that vocational evangelists are in different churches every week. Ask them if they would like some recreation time. A church member may want to take the team to play golf or perhaps one of the team members would like the use of a local gym to workout. Make their stay as pleasant and comfortable as possible.
- Write the Revival Guest Team's family and thank them for sharing their loved ones during the revival event.
- Glad you are that they have come and that you are there should they require any help. Direct them to the entrance.
- Have a good balance of male and female greeters. Couples can serve together or separately.