

REVIVAL PREPARATION TEAMS AND RESPONSIBILITIES

Parking Team

YOUR ASSIGNMENT: To create a friendly, inviting, and safe atmosphere to those attending the revival in need of parking.

Example Countdown Calendar

Six weeks before the revival event	Date: _____
<ul style="list-style-type: none"> ➔ Enlist team members and begin planning logistics of parking needs. 	
Four weeks before the revival event	Date: _____
<ul style="list-style-type: none"> ➔ Meet with your team members to discuss needs and responsibilities. ➔ Determine if your church needs to hire a law enforcement officer or other security person to assist with traffic entering and leaving the parking lot. ➔ Discuss where the pastor, revival guest team or other designated guests should park and who will install (temporary) signs to ensure these spaces are available. ➔ Provide extra handicap parking spaces. Mark spaces with temporary signs if necessary to ensure spaces are available. ➔ Assign team members to be at the main entrances advising people where to park and throughout the lot if required. Assign team members to be on patrol to assist after the event in helping people exit the lot, or if they need car assistance. After the event or next morning patrol the lot for trash and debris. ➔ Determine if your church lot needs to be patrolled during the event. Assign team members accordingly. ➔ All team members should work to keep the parking lot clean of trash and debris. All team members are to share a friendly smile and helping hand to guide people where to park and any other duties as needed. 	
One week before the revival event	Date: _____
<ul style="list-style-type: none"> ➔ Meet with your team members, review their responsibilities, and advise where to report before each revival event to receive further instructions, name badges, and so on. Any member, who is not in attendance, should be contacted by phone to verify their participation and duties. 	

During the week of the revival event

Date: _____

- Clearly mark the spaces for the pastor, revival guest team, other guests, and extra handicap spaces, if required.
- All team members meet with the leader in a specified location 30 minutes before they report to their assigned position to allow for changes or adjustments as needed.
- Provide names badges to your team members for easy recognition by everyone.
- Provide rain ponchos, distribute reflective wear apparel and flashlights to have your team visible at all times as required. Provide umbrellas to those parking a long distance from the building. Appoint someone to gather umbrellas and return them to the entrance workers, or provide umbrellas/ponchos as a "free" item to those coming in Pray together before reporting to your post.

During the week of the revival event

Date: _____

- Write each team member personally and thank him or her for participating and helping make this a successful event.