

FCA HUDDLE MEETING PLANNING SHEET

TITLE _____

DATE _____

TOPIC _____

PURPOSE:

- _____ Speaker
- _____ Small Group Discussion
- _____ Student Testimony/Devotional
- _____ Service Project
- _____ Social/Fellowship

WELCOME / ANNOUNCEMENTS

WARM-UP

WORKOUT

WRAP-UP

RESPONSIBILITY CHECK LIST

WELCOME

WARM-UP

WORK-OUT

WRAP-UP

PUBLICITY

ROOM ARRANGEMENTS

SNACKS/FOOD

INVITING TEAMS/COACHES

MUSIC

AUDIO-VISUAL NEEDS

ORDER MATERIALS

OTHER NEEDS

NOTES