

Checklist for Planning a “God Space” Event

- Immerse yourself in Doug’s website <http://godsgps.com/>. Everything you’ll need to plan and prepare for his visit is located here.

- Call Doug to discuss dates. Send your booking fee **ASAP** to hold your date on Doug’s calendar. Click on <http://godsgps.com/booking-info/> for more info.

- 3 months out:** Order God Space books from Doug for the best price available. Cast vision and promote buy-in for Doug’s visit by giving your leaders a copy of God Space and begin to go through it together. Use the “Outward-Focused Conversation ?’s” <http://godsgps.com/booking-info/outward-focused-conversation-2/> to jumpstart an outward focused conversation with your leaders. E-mail your responses to Doug to help in his preparation.

- 2 months out:** Start selling God Space books at \$10 each. To wet people’s appetites for purchasing the book encourage them to read the first two chapters for free by sending out an E-mail blast with the following link http://godsgps.com/wp-content/uploads/2016/02/God_Space_Ch1-2.pdf. Each week have someone up front share a “power quote” from the book and why they are excited about others reading it. Go to <http://godsgps.com/wp-content/uploads/2016/04/God-Space-PR-Quotes.pdf> for some suggested quotes. **Early readers create a “God Space” buzz and provide the best PR possible.**

- 1 month out:** Choose one of the PR videos or podcasts from Doug’s website to show. Share an excerpt from a different one each week leading up to Doug’s visit. Deploy your prayer warriors! The journey outward begins upward!

- 2 weeks out:** Have your tech person call Doug at 513-368-1875 to discuss tech needs (see the tech checklist <http://godsgps.com/booking-info/checklist-of-tech-needs/>). Have your setup person e-mail pertinent info to Doug (address of hotel, church, schedule, etc).

- Day of:** Doug will arrive early to insure all necessary details are comfortably taken care of before he’s scheduled to speak. He will need a table to sell books and an MC to introduce him: Intro at <http://godsgps.com/intro/>.

- Immediately Afterwards:** Doug will present an expense sheet for his visit. He will need a book count and a head count (if he did a workshop) to prepare this. If possible cut the check(s) on the spot or within the following week.

- Within a week:** Gather your leadership to discuss next steps. Choose a faith adventure challenge <http://godsgps.com/resources/> for everyone to try.

- Within 2 weeks:** Send Doug a follow up report with any feedback, stories of impact, and a PR blurb for his website.
