

Checklist for Planning a “God Space” Event

- Immerse yourself in Doug’s website GodsGPS.com. Everything you’ll need to plan and prepare for his visit is located here.
 - Call Doug to discuss dates. 513-368-1875 then reserve dates.
 - 3 months out:** Order God Space books from Doug at his author's discounted price. Cast a vision for his visit by giving your key leaders a copy of God Space to read through and discuss together. Follow this up with an outward-focused conversation driven by the [Outwardly Focused ?'s](#). Be prepared to share what you learned from this conversation with Doug so he can tailor his workshop to your church.
 - 2 months out:** Start selling God Space books at \$15 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 [Read God Space Sample](#). Each week have someone from up front share one big idea from the book, go to [PR Quotes](#). **Remember early readers create a buzz and provide the best PR possible.**
 - 1 month out:** Choose one of the [PR Videos](#) 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 List](#). Have your setup person e-mail pertinent info to Doug (address of hotel, church, schedule, etc).
 - Day of:** Doug will arrive early to ensure 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 [MC 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 couple of [Faith Adventure Challenges](#) for everyone to try.
 - Within 2 weeks:** Send Doug a follow up report with any feedback, stories of impact, along with a PR blurb to post on his website.
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