



FCA HUDDLE MEETING PLANNING SHEET



DATE: _____

PURPOSE:

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

WELCOME/ANNOUNCEMENTS:

WARM-UP (Icebreaker, Skit, etc.):

WORKOUT (Speaker, Small Groups, etc.):

WRAP-UP (Closing Prayer, Announcements, etc.):

RESPONSIBILITY CHECKLIST

WELCOME: _____

WARM-UP: _____

WORKOUT: _____

WRAP-UP: _____

PUBLICITY: _____

ROOM ARRANGEMENTS: _____

SNACKS/FOOD: _____

INVITING TEAMS/COACHES: _____

MUSIC: _____

AUDIO-VISUAL NEEDS: _____

ORDER MATERIALS: _____

OTHER NEEDS: _____

NOTES: