

WELCOME PARTY PLAYBOOK

TO DO BEFORE EVENT

- ☐ Print Name Tags (Emily)
- ☐ Order pizza (Emily)
- ☐ Pick up Gluten free option (Emily)
- ☐ Figure out prizes for game winners (Shelby)
- ☐ Giveaways - Sticker Sheets? (Shelby)
- ☐ Order/Blow up Balloons (Shelby)
- ☒ Keynote / Propresenter (MRL)
- ☒ Add next Starting Point date (MRL)
- ☐ Review Table Host Checklist
- ☐ Print WP Next Step Cards & WP Connect Cards (Shelby)
- ☒ Reach out to VOF about borrowing tables
- ☐ Prep auditorium for staging (Tables, Stanchions, Balloons, Table #s, L/C Stories, etc.)
- ☐ Prepare Table Host Folders (WP Next Steps Cards, WP Connect Cards, Notes Sheet, Table Host Checklist, Pen)
- ☐ Prep Go Box

TEAM MEMBER ROLES

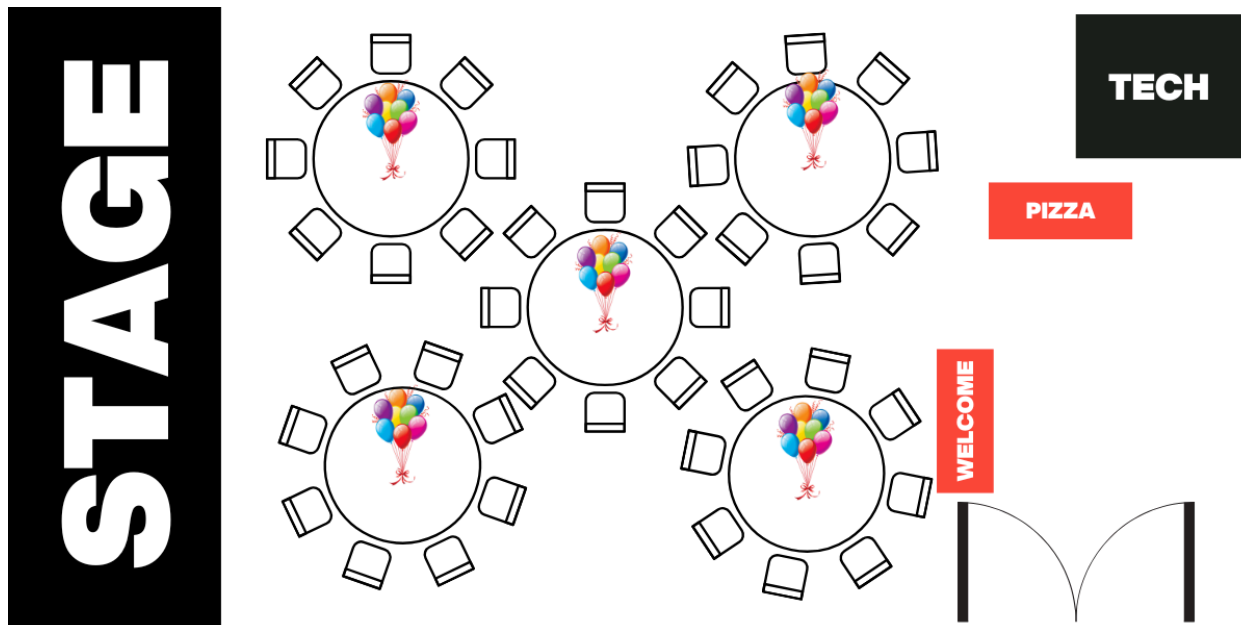
- ☐ Setup/Teardown (Everyone)
- ☐ Welcome Table (Eve, Margie, Shannon)
- ☐ Food Table (Nicole, Catherine)
- ☐ Table Hosts
 - ☐ Corey + Nicole
 - ☐ Shannon + Ed
 - ☐ Margie
 - ☐ Matt (Shelby) + Catherine
 - ☐ Emily + Eve
- ☐ Service Hosts (Shelby, Ashley)
- ☐ Propresenter (Dan)
- ☐ Sound (DJ)
- ☒ Childcare (Tori)

TABLE HOST ROLE DESCRIPTION

- As a table host you get to make your guests feel welcome and facilitate great conversation!
- In the beginning, as guests are being sat at your table you can simply introduce yourself and ask them for their name (You may also want to tell them that you are a volunteer and what team you serve on).
- To help your table get to know each other (and maybe even start new friendships), here are a few questions you could ask to get the conversation going:
 - How did you hear about Local Church?
 - What are your impressions of Local Church so far?
 - How far away do you live?
 - What do you do for work? Fun?
 - How long have you lived on Long Island?
 - Anyone feeling nervous or anxious about being at Welcome Party?
- When it's time to play the game, be enthusiastic! You will set the tone for your table when it comes to energy—so participate, cheer, clap, and show them that it's okay to have fun at L/C!

- Be present and be sure to stay off your phone so that the guests know that they are your number one priority.
- During the breakout session, if no one goes first, feel free to start the conversation by telling your answer to the question.
- Towards the end of the Welcome Party, your table will be encouraged to ask you (and your co-hosts) any questions they have about L/C. If you know the answer, feel free to share. But don't worry if you don't. Just let them know that you'll write it down and get back to them.
- The guests will be instructed to fill out the "[Welcome Party Connect Card](#)", which you will pass out to them after the 3rd video. This is the most important part of the event. We want to collect as many of those cards as possible. So be ready to answer any questions guests might have and be sure that they know that they can hand their cards right to you after they fill them out. It's okay if they're not ready to select that they want to volunteer or join a group. Still collect the card with their name and phone number.
- Over the course of a few weeks, it will be yours, and your co-hosts, responsibility to follow up with each of the guests at your table via texts, phone calls, and emails (Don't worry, we'll give you a script to follow—down below on this doc [↓](#)). You will be like their personal guide on their journey towards making Local Church their home. You'll get to invite them to join you in a small group and/or serve on a team with you. This is a fantastic opportunity to be a disciple-maker!
- On their way out, every guest will be given a "[What's Your Next Step Handout](#)" as a way of reminding them of all the options they have to take moving forward and how to get started. This card will prompt them to visit [www.localchurchli.com/welcome]

ROOM SETUP



SCHEDULE

Between Services | QUICK HUDDLE | LED BY EVE

- Go over the table expectations including Table Host Role Description (above)
- Talk through the order of the event

12:00p | SETUP | EVERYONE

- ☐ Stanchion off the auditorium
- ☐ Remove the chairs
- ☐ Set up the round tables) (5 tables) - DJS & PT
 - Black round tablecloths
 - Circle mirrors in the center
 - Hershey kisses on the table
 - Pens in a red jar on the table
 - Balloons
 - Small water bottles at each seat
- ☐ Set up pizza table
 - Rectangular table sticking out from the Nate + Rox banner out towards the stage
 - Black Rectangle tablecloth on the table
 - Plates, napkins, plasticware
 - White drink bin full of canned drinks + water bottles
- ☐ Set up a welcome desk with name tags - ET
 - Branded Table Cloth
 - Give people their name tags
 - Seat people according to age/stage of life
- ☐ Be prepared to serve pizza to each table (maybe have the pizza at each seat and ready when they come in)
- ☐ Prepare environment
 - Welcome Party lights on
 - Fun BGM on
 - Screens on

12:15p | DOORS OPEN / FOOD

- Table hosts meeting and greeting
- Volunteers bringing pizza to tables

12:30p | WELCOME | SHELBY & ASHLEY

- Welcome Everyone
- Explain the goal
 - To introduce you to Local Church and the most meaningful next step for you
- Explain the schedule
 - We're here for an hour

- We'll take a few minutes to eat and meet some new people
- We'll play a game or two
- You'll hear from Mike & Emily
- You'll get to watch a few short videos where you'll hear from other people at Local Church
- We'll go home

12:32p | ICEBREAKER GAMES | SHELBY & ASHLEY

- Game 1
 - Name Anagram
 - “Beth Ashley” becomes “be the slay” (didn’t use the h) and I like this one because I really believe each person brings something awesome to the table
- Game 2
 - Inspiration for Minute to Win It Games:
 - [30 Minute to Win It Games on a Budget](#)
 - [25 Minute to Win It Games for Adults.](#)
- Intro Next Segment
 - Thank you so much for playing along! Having fun is one of our values at Local Church so thanks so much for participating!
 - Now, in just a second we're going to hear from Michael & Emily but before we do, check this out...

12:42p | [1st VIDEO](#)

12:46p | BREAKOUT SESSION | SHELBY & ASHLEY

- Could you relate to any of the stories you saw in the video? How is your story similar or different?

12:51p | MICHAEL & EMILY | MEET A GUIDE

- Welcome and thank people for coming
- Introduce Staff
- Tell our stories
 - MRL was skeptical about church
 - EAL liked it like she liked her hobbies
 - As we got older we both had positive experiences with different churches that changed our lives
 - We recognize not all Long Islanders get that so we decided to start a church
 - Mission, Vision, Values
 - On October 10, 2021 Local Church was born
 - And here's what some people's encounters with it have been like so far...

1:01p | [2nd VIDEO](#)

- Table Hosts should hand out the WP Next Steps card while video plays for guests to look over during the next segment
- Team members should start collecting trash off the tables during this video.

1:04p | MICHAEL & EMILY | GIVE THEM A PLAN

- We want this to feel like a safe place for you to begin/continue your faith journey
- We want to recommend one of two places to begin taking your next step
 - Engage with Local Church
 - Keep coming back
 - Participate in events
 - Join a small group
 - Go to coffee with someone on the team
 - Engage with the mission of Local Church
 - Share/Review/Invite
 - Give
 - Volunteer
 - Lead something
- Here's some ways people have been impacted particularly by volunteering...

1:14p | [3rd VIDEO](#)

1:17p | MICHAEL & EMILY | CALL TO ACTION

- Table hosts hand out Welcome Party Connect Cards
- What's your next step? Explain the card
 - Reassure them that they don't have to know right now.
 - Explain what a small group is and what their current options are

1:20p | Q&A | LED BY TABLE HOSTS

- Answer questions
- It's okay if you don't know the answers. Write it down and tell them you'll get back to them.

1:25p | MICHAEL & EMILY | DISMISS

- Please hand in your cards to your table host
- Thank you for coming!

AFTER PARTY ENDS

- Mingle / Clean up

- Input each physical Welcome Party Connect Card info into [this form online](#) (To do this, you will have to open up a private tab on your web browser so that it doesn't try to autofill your email and phone number.)

FOLLOW UP COMMUNICATIONS

Table hosts get the opportunity to follow up with each guest at their table. Use the following examples as inspiration on what to say and when:

FOR THOSE WHO DID NOT INDICATE A NEXT STEP

IMMEDIATELY AFTER THE PARTY TEXT:

Hey (their name),
This is (your name) from Local Church. It was so great to meet you today at the Welcome Party! I just wanted to make sure you had my number in case you have any questions about Local Church! Also, here's a page on our website with everything you need to take whatever your next step is when the time is right.
[\[www.localchurchli.com/welcome\]](http://www.localchurchli.com/welcome)

THE NEXT FRIDAY

Hey (their name),
I was planning on attending first service this Sunday. Can I save you and your family a seat?

THE NEXT SUNDAY

Hey (their name),
It's already been a week since the Welcome Party. Have you had a chance to think about your next step at Local Church? Do you have any questions about that?

FOR THOSE WHO DID INDICATE A NEXT STEP

IMMEDIATELY AFTER THE PARTY TEXT:

Hey (their name),
This is (your name) from Local Church. It was so great to meet you today at the Welcome Party! I'm so excited about your decision to join a small group/volunteer!

What does your schedule look like next Wednesday night at 7p? I'm going to be at the next "Group Chat" (a small group where we talk about the message from Sunday), want to join me?

I love volunteering at Local Church and I think you will too! The first step is super simple. Just fill out this registration form and one of the team leaders will be in touch with you right away.
[\[https://localchurchli.churchcenter.com/people/forms/285733\]](https://localchurchli.churchcenter.com/people/forms/285733)

THE NEXT FRIDAY

Hey (their name),
I was planning on attending first service this Sunday. Can I save you and your family a seat?

THE NEXT SUNDAY

Hey (their name),
It's already been a week since the Welcome Party. How's your next steps with groups or volunteering coming along? Do you have any questions? Need any help?