

Pleasant Valley North Baptist Church
Event Team Leader
Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page #
MEETING: Leadership Team Training #1	12/1/26	7:00PM			
MEETING: Early Commitment Coordinator Training	12/1/26	8:00PM			
Send Enrollment Letters to Your Coordinators			12/1/26	12/8/26	5
Review Instructions for Early Commitment Event Presentation			12/1/26	12/8/26	9
Confirm Location and Budget for Early Commitment Event			12/1/26	12/15/26	8
Develop the Early Commitment Event Invitation List			12/1/26	1/5/27	8
Attend Your Assigned Teams' Training Meetings			12/1/26	1/12/27	4
Confirm Program Manager Receives Early Commitment Invitation List			1/2/27	1/5/27	8
MEETING: Leadership Team Training #2	1/12/27	7:00PM			
MEETING: Early Commitment Team Training	1/12/27	8:00PM			
Confirm Prep and Mailing of Early Commitment Dinner Invitations			1/21/27	1/28/27	8
Event: Vision Sunday			1/31/27	1/31/27	
Confirm Open Invitation to Early Commitment Dinner (by Pastor)			2/4/27	2/11/27	8
Confirm Early Commitment Reservation Calls			2/5/27	2/8/27	9
Event: Early Commitment Dinner			2/18/27	2/18/27	
Monitor Return of Early Commitments			2/21/27	2/25/27	9
Event: Commitment Day			2/28/27	2/28/27	
Event: Celebration Sunday			3/14/27	3/14/27	