

# PHASE 3 CHECKLIST

PREPARING FOR DEPUTATION, OPENING & 1ST YEAR

## PREPARING FOR PRE-LAUNCH

- Design Website
- Organize Prayer Team
- Create a Vision Video
- Design Informational Brochures
- Organize a Table Display
- Organize Contact Database
- Send Out Support Letters
- Design Monthly Ministry Update Letters
- Create Calendar of Events
- Launch Team Messages
- Name Selection/Logo Design
- Audio/Sound Equipment
- Faith Statement Refined
- Tax Exempt Status
- Sales Tax Exception (not applicable in some states)
- Checking Account Secured
- Payroll Setup with Quickbooks
- CPA and Bookkeeping Services
- P.O. Box Secured
- Church Phone Line & Number Secured
- Bulk Mail Permit or use Outreach.com
- Church Charter
- Draft Ministry Budget

## PREPARING FOR THE LAUNCH

- Promotions
- Church Brochures and Handouts
- Church Website/FB Page
- Newspaper Ads
- Newspaper Articles/Press Release
- Mailings
- Signs and Banners
- Radio and Public TV Announcements
- Contact Local Officials
- Administration Policies
- Church Legalities
- Incorporation Registration
- Employment ID Numbers
- Bulletin Layout
- Offering Envelopes/Online Giving/iPad Giving Kiosk
- Stationery
- Business Cards
- Visitor/Connection Cards
- Baptism Certificates
- Visitor Packets/Booklets/Gifts
- Order of Services/Planning Center Online
- Yearly Calendar of Events
- Annual Teaching Plan

