



ALPHA CHECKLIST

Feel free to customize this checklist for your Alpha.

3 MONTHS IN ADVANCE

- Log in to MyAlpha (run.alphausa.org) and create your Alpha. You can choose to publish your Alpha on the Alpha USA website (alphausa.org/try) which will help guests search for and find an Alpha in their area.

 - Watch the Leader Modules in the Learning Center and preview all of the resources. These are different from the Alpha Team Training videos that you will watch with your whole team. Download the Team Huddle Notes found in the Series Materials to help you prepare and train your team.

 - Edit the specific dates of your Alpha in MyAlpha (including your Team Training meetings, weekly sessions, the Alpha Weekend/Day, holidays, etc.).

 - Review tools and resources to help promote your Alpha within MyAlpha. Review church facing resources to help equip your church around inviting guests to Alpha. Guest facing resources can be used to equip your team to help invite guests to Alpha.

 - Prayerfully pick your Alpha team members including the emcee, tech support, food prep, setup and teardown, small group hosts & helpers etc. (Full descriptions of team roles can be found in the Run Alpha Handbook - Section 2 - Training and Teams.)

 - Consider attending a local Alpha training with your team. See alphausa.org/events for training opportunities in your area.
- Develop a budget and a system of accounting for all income and expenses including the following:
 - Launch Party/Intro Night
 - Weekly Meals
 - Atmosphere & Decor
 - Promotional Materials
 - Alpha Weekend/Day
 - Celebration Wrap Party
 - Online: Determine technology needs and platform

 - Make sure you have someone overseeing the following areas:
 - Food prep for each week
 - Registration (if necessary)
 - Prayer
 - Emcee (notes are found in MyAlpha)

 - Check on insurance coverage and liability. Make arrangements to cover all aspects as needed.

 - Check out potential Alpha Weekend/Day facilities and book one as soon as possible.

Notes





ALPHA CHECKLIST CONT'D.

1-2 MONTHS IN ADVANCE

- Go through MyAlpha and finish up any parts you haven't done yet: watch the Leader Training videos, confirm the weekly schedule, add your Team Members, download the Team Huddle Notes in MyAlpha and download the videos, etc.
- Plan and prepare food arrangements. Schedule the kitchen team members.
- Finalize the budget for all aspects of Alpha including weekly meals, the Weekend/Day, Alpha resources, and other incidentals.
- Share invitational resources with your team by utilizing the "Teams" feature in MyAlpha. Spend time talking with your team about how to invite someone to Alpha.
- Begin promoting Alpha to your church, help them understand what Alpha is, who it's for and equip them with tools and information to invite guests to attend.
- Access our [Alpha USA Spotify](#) playlist for song suggestions.
- Organize and plan aspects of your Alpha weekend/day. More information can be found in the *Run Alpha Handbook - Section 4 - The Alpha Weekend*.

2 WEEKS IN ADVANCE

- Gather your Alpha team to watch the Team Training videos, talk about team roles, the timeline, and have fun.
- Remind and encourage your team to be inviting guests to Alpha. Most guests come to Alpha because of a personal invitation. Help them think through their networks - work, school, neighbors, etc.

- Encourage small group hosts and helpers to begin praying for their (potential) group members.
- Meet with your decor team and brainstorm ways to create a welcoming atmosphere. Think about lighting, seating, table centerpieces, etc.
- Finalize food arrangements depending on the number of guests you expect.

WEEKLY ALPHA SESSIONS

- Arrange for the Alpha team to arrive early for set up, create a welcoming atmosphere, and prepare for the session.
- Double check that all audio-visual equipment is in place before guests arrive. Set up the TV or projector screen, projector or computer, microphone and speakers as needed. (*Download the videos in advance to avoid potential streaming issues*).
- Make sure there are enough Bibles and Alpha Guest Guides (optional).
- Each week, meet with your whole Alpha Team for prayer, updates, and a pep talk before everyone goes to their places. The Team Huddle Notes in MyAlpha can help guide this time.
- Have a team of people praying while small groups are meeting.
- On week 2 or 3, place a donation box in an area that is secure but visible (optional).
- Promote dates for the Alpha Weekend/Day right from the start. Build it up as a fun getaway.
- Debrief with your Alpha team after guests go home. Celebrate the small wins, talk about what to improve, and encourage each other.



ALPHA CHECKLIST CONT'D.

WEEKS LEADING UP TO THE ALPHA WEEKEND/DAY

- Finalize the number of people attending the Alpha Weekend/Day (for food and seating prep).
- Oversee the purchase and preparation of food provided for the Alpha Weekend/Day.
- Develop the schedule (including leisure time) and communicate this to your team and guests.
- Determine how/when music will be included. Select a team to oversee worship music and prayer ministry.
- Hand out copies of your Weekend/Day schedule, map of the facility, waiver form for minors, and list of things to bring (as needed).

1 WEEK BEFORE THE ALPHA WEEKEND/DAY

- Meet with your team to watch the Team Training video on Prayer Ministry and talk about what the weekend will look like for your group.

WEEKS LEADING UP TO THE CELEBRATION PARTY (OPTIONAL)

- Promote the Celebration Party and distribute invitations for Alpha guests to invite their friends.
- Prepare the schedule for the Celebration Party; assign tasks and finalize any entertainment, photo booth, themes, etc.
- Finalize the count for the Celebration Party, arrange food and atmosphere details.

CELEBRATION PARTY (OPTIONAL)

- Arrive early for set up and to create a fun and friendly atmosphere.
- Double check that all audio-visual equipment is in place before guests arrive.
- Hand out the Guest and Team Feedback Forms and allow at least 10 minutes for them to fill out the sheets. This will allow time for thoughtful responses.
- Announce the date and starting time for the next Alpha if it is already set.

WEEK AFTER ALPHA ENDS

- Meet with your Alpha team to go over Alpha Guest and Team Feedback Forms to evaluate and improve aspects of your Alpha and to share stories.
- Send a thank you email or card to all team members who have helped throughout Alpha (Don't forget the Prayer Team).

Notes

