

Beech Springs Church

Event Team Leader

Task List

Task	Meeting Date	Meeting Time	Task Start Date	Task End Date	Page #
MEETING: Leadership Team Training #1	9/29/26	7:00PM			
MEETING: Early Commitment Coordinator Training	9/29/26	8:00PM			
Send Enrollment Letters to Your Coordinators			9/29/26	10/6/26	5
Review Instructions for Early Commitment Event Presentation			9/29/26	10/6/26	9
Confirm Location and Budget for Early Commitment Dinner			9/29/26	10/13/26	8
Develop the Early Commitment Dinner Invitation List			9/29/26	10/13/26	8
Attend Your Assigned Teams' Training Meetings			9/29/26	10/20/26	4
Confirm Program Manager Receives Early Commitment Dinner Invitation List			10/10/26	10/13/26	8
MEETING: Leadership Team Training #2	10/20/26	7:00PM			
MEETING: Early Commitment Team Training	10/20/26	8:00PM			
Confirm Prep and Mailing of Early Commitment Dinner Invitations			10/26/26	11/2/26	8
Confirm Open Invitation to Early Commitment Dinner (by Pastor)			11/5/26	11/12/26	8
Confirm Early Commitment Reservation Calls			11/6/26	11/9/26	9
Event: Vision Sunday			11/8/26	11/8/26	
Event: Early Commitment Dinner			11/19/26	11/19/26	
Monitor Return of Early Commitments			11/29/26	12/3/26	9
Event: Commitment Day			12/6/26	12/6/26	
Event: Celebration Sunday			12/20/26	12/20/26	