

# BASECAMP Livestream

## Online Group Leader Checklist

To give you some ideas of how you can serve your church as a Group Leader, we've put together a checklist that you can follow throughout the year.

### 1 August 2022

- Look at the calendar for the year ahead to decide which BASECAMP event will be suitable for your church group.
- Liaise with church staff and save the date in the church calendar.
- Download our promotional resources for group leaders from our website.
- Email group members/past attendees with a 'save the date'.
- If you know what BASECAMP event your group will attend and a rough idea of numbers, book some tickets at the cheap pre-launch registration rate.

### 2 February 2023

- BASECAMP email sent. Read and note registration information & important deadlines.

### 3 April 2023

- Download promotional resources for group leaders from our website.

- Promote BASECAMP in your church and small groups using the resources provided by KCC.  
Here are some ideas to do this:
  - Put up an advertising poster on the church noticeboard.
  - Make an announcement at your church or men's group using the images and video provided by KCC.
  - Invite men via the KCC BASECAMP Facebook event (accessed via our Facebook page).
  - Post some advertising images provided by KCC on your church's social media accounts.
  - Encourage men to listen to 2021 talks via the KCC App.
  - Include flyers and a note about BASECAMP in the church bulletin.
- Create a group for online registrations and allocate yourself as the group manager. This can be done through the online registration process and will provide you with a registration link and passcode that men can use which will automatically add them to your group. You're able to login as a group manager to see who has registered and follow up men to join.

# BASECAMP Livestream

## Online Group Leader Checklist

4

### July 2023

- Do a final push at church to see if any men would like to join your group and set a date to close registration. Provide online group registration information or contact the KCC office on 1300 737 140 if you need help.
- Finalise arrangements about how you will watch the livestream and where.

5

### Early August 2023

- Send an email to your group members that includes final details and plans for your time together.
- Keep an eye on your inbox for an email with final livestream details and information about how to access on the day.