

BASECAMP

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 2024

- 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 onsite at BASECAMP.

2 December 2024

- BASECAMP email sent, read and note early bird registration and accommodation booking opening date and any other important information.

3 January 2025

- Begin to look at accommodation options (Mountains) and how many men could attend from your church group.

4 March 2025

- Mark the dates of when ticket prices will change. Make sure you book early to save.

5 April 2025

- 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 2024 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 platform 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.
- Book accommodation if you're attending the Mountains event.

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6 July 2025

- Do a final push at church to see if any men would like to join your group and set a date to close registration. Contact the KCC office staff who will add these men into your group and process accommodation.
- Make sure you can find your registration confirmation email with the registration tickets that are required for entry. If you can't find your email, contact the KCC office on 1300 737 140.
- Finalise transport and car-pools to/from the conference.

7 Late July–Early August 2025

- Send an email to your group members that includes the BASECAMP date, session start/finish times, a map and program for the day.
- Book last minute tickets for any late registrations.
- Book your Friday night optional dinner tickets (Mountains only).