

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 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.

2 December 2024

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

3 April 2025

- 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 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.

4 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. 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 2025

- 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.