



# COFFEE, CAKE, AND CONVERSATION DETAILS

Feel free to use, edit, or keep as is for your own event.

## **SET UP**

- *Print & put forms/cards on the tables*
- *Put name tags & sign up sheet at the door*
- *Ice breakers on the tables*

## **DURING EVENT**

- *Leader or pastor give a short intro and prayer*
- *Show Stand in the Gap Story Video*
- *Leader or Stand in the Gap staff member give overview of the program*
- *Leader give a call to action- fill out forms/cards on the tables*
- *Leader or pastor draw for door prize (optional)*
- *Leader thank everyone for attending*
- *Dismiss*

## **AFTER EVENT**

- *Make spreadsheet of attendees and their important dates that they provided on the forms/cards.*
- *Contact group members with meeting information*
- *Contact volunteers with meeting information*
- *Communicate and provide feedback to Stand in the Gap staff*

