

SMALL GROUP PLANNING GUIDE

Facilitator Name & Contact Info

Name

Address

Phone

E-mail

Host Name & Contact Info

Name

Address

Meeting Location: Same as above Other _____

Phone

E-mail

Target Participants

Considerations

Purpose of the Group

Day of the Week

Starting & Stopping Times

I realize that I have the responsibility of stewardship over people's time. I will be a good steward of it by starting and ending precisely on time, even if I want to keep going.

Signed: _____

Duration of the Group

Format and Content

Plan to Help Spread the Word

Small Group Facilitator Training Will Be Held On: