

## WEEKEND CHECKLIST

- Shadow the Weekend Leader for training throughout the weekend.
- Oversee Inside Setup throughout the weekend:** the changes to the set up of the room are the AWL's responsibility to oversee and direct during the weekend. Changes and transitions are assigned to teams but the AWL must ensure that all is set up correctly according to the *Inside Set Up Guide*.
- Work with Weekend Leader and the Blue Team Lead to solidify paths for Friday Opening Ritual/Greeting.
- Document any errors or changes that you find in the documents.
- Keep the Weekend on track schedule-wise. \*\*
- Lead 'Weekend Details' with Weekend Leader and Staff Coordinator on Sunday.

## SUPPORT THE TEAM LEADS

- Check in with each Team Leader to see how they are doing and if they need any support or clarification of details.
  - Confirm that they are delegating and overseeing the staffers under their charge. Ask them for details on how this is going.
  - Encourage them in their own personal growth as they navigate their leadership role.
  - Mentor them around how they are showing up in this role.
  - Pray with them at various points of the weekend as the Spirit leads.

## OVERSEE THE SCHEDULE AND ACT AS TIME COP \*\*

Keep the weekend on track schedule-wise. Follow the weekend schedule in the Staff Manual and the Weekend at a Glance (WAAG) and inform the Weekend Leader ahead of time of where we are on the weekend and any needs for adjustments.