



ALPHA PLANNING CHECKLIST



1-3 months in advance

- If you are the primary Alpha leader, log in to MyAlpha (run.alphacanada.org) and create your Alpha. You can add hosts/helpers to the 'Team' section so they have access to the resources too. You can also then choose to publish your course on the Alpha Canada website (tryalpha.ca) which will help guests search for and find an Alpha in their area.
- Watch the videos in the Learning Centre and preview all of the resources. These are different from the 3 Team Training videos that you will watch with your whole team.
- Adjust the specific dates of your online Alpha schedule (including your Team Training sessions, weekly Alpha sessions, the Alpha Weekend/Day, holidays, etc.). The primary Alpha leader will receive a weekly email with top tips and resources based on this online schedule.
- Prayerfully select your Alpha team members including the MC, tech support, food prep, setup and teardown, small group hosts and helpers. Full descriptions of team roles can be found in MyAlpha.
- Consider hosting a local Alpha training day with your team and invite other churches or join with other churches when they host their Alpha training.
- Develop a budget and a system of accounting for all income and expenses including the following:
 - launch party/intro night
 - weekly meals
 - atmosphere & decor
 - promotional materials
 - Alpha Weekend
- Make sure you have someone overseeing the following areas:
 - Food prep for each week
 - Fundraising (if necessary)
 - Prayer
- Check on insurance coverage and liability. Make arrangements to cover all aspects as needed. If someone gets injured at your Alpha (let's hope not!), you need to know who is responsible.
- Check out potential Alpha Weekend/Day facilities and book one as soon as possible.
- Decide if you want to provide a sign-up form. Create a simple Google form or for an Alpha Online, use the Zoom registration form. This might help you plan and prepare.



To access more helpful resources as you run Alpha, log in to MyAlpha at run.alphacanada.org

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1-2 months in advance

- Log in to MyAlpha and finish up any parts you haven't done yet:
 - Watch the videos in the Learning Centre
 - Confirm the weekly schedule
 - Add your Team Members
 - Download the videos, etc.
- Schedule a specific day to meet with your team for training and send out an invitation for them to book the day and time.
- Plan and prepare food arrangements. Schedule a meeting with the task force kitchen team members.
- Finalize the budget for all aspects of Alpha including weekly meals, the Weekend/Day, Alpha resources, and other incidentals.
- Begin to promote your Alpha at your church, on social media and customize guest invitations provided in MyAlpha to encourage your church community to invite.
- Organize and plan aspects of your Alpha Weekend/Day. More information can be found in the "Series Materials" section of MyAlpha.

2 weeks in advance

- Get your Alpha team together to watch 2 of the 3 Team Training videos, talk about team roles and the timeline, pray together, and have fun. Ideally, try to model a typical Alpha session with a meal/snacks, video, then discussion.
- Encourage small group hosts and helpers to begin praying for their (potential) group members.
- Meet with your decor team and brainstorm ways to create a welcoming atmosphere. Think about relaxing lighting, cozy seating, cool table centrepieces etc.
- Finalize food arrangements depending on the number of guests you expect.

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Weekly Alpha Sessions

- Arrange for the Alpha Team to arrive early for set up, create a welcoming atmosphere, and prepare for the session.
- Double-check that all audio-visual equipment is in place before guests arrive. Set up the TV or projector screen, projector or computer, microphone and speakers as needed. Download the videos in advance to avoid potential streaming issues.
- Optional: Make sure there are enough Bibles and Alpha Guest Guides for guests.
- Each week before Alpha starts, meet with your whole Alpha Team for prayer, updates and a pep talk before everyone goes to their places.
- Have a team of people praying while small groups are meeting.
- On week 2 or 3, promote the specific dates for the Alpha Weekend/Day. Build it up as a fun getaway. On week 4, provide waiver forms for anyone under 18 so their parents can sign it.
- Debrief with your Alpha team after guests go home. Celebrate the small wins, talk about what to improve, and encourage each other.

2 weeks leading up to the Alpha Weekend/Day

- Finalize the number of people who will be attending the Alpha Weekend/Day.
- Oversee the purchase and preparation of food for the Alpha Weekend/Day.
- Develop the schedule (including leisure time) and communicate this to your team and guests.
- Determine how/when music will be included. Have a fun playlist ready to start each session. Select a team to oversee worship music and prayer ministry.
- Hand out copies of your Weekend/Day schedule, map of the facility, waiver form for minors, and list of things to bring (as needed).



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1 week before the Alpha Weekend/Day

- Meet with your team to watch the 3rd Team Training video, "Prayer Ministry", and talk about what the weekend will look like for your group.

Weeks leading up to the celebration wrap up party (optional)

- Some groups add an extra week to their Alpha for a final Celebration Wrap Party. Others have a wrap party on the same day as their last Alpha session. Decide what fits best for you and your context.
- Promote the Celebration Wrap Party and distribute invitations for Alpha guests to invite their friends.
- Prepare the schedule for the Celebration Wrap Party; assign tasks and finalize any entertainment, photo booth, themes, etc.
- Finalize the count for the Celebration Wrap Party, arrange food and other details.

Celebration wrap up party (optional)

- Arrive early for set up and to create a fun and friendly atmosphere.
- Double check that all audio-visual equipment is in place before guests arrive.
- Hand out the Guest Feedback Forms and Team Feedback Forms and allow at least 10 minutes for them to fill out them out. Alternatively, create a digital feedback form using the questions from the template provided in MyAlpha. This feedback will help you plan the next Alpha with some helpful insights!
- Announce the date and starting time for the next Alpha if it is already set. Encourage guests to invite their friends to the next Alpha!

The week after Alpha ends

- Meet with your Alpha team to go over Alpha Guest and Team Feedback Forms to evaluate and improve aspects of your Alpha and to share stories.
- Send a thank you email or card to all team members who have helped throughout Alpha (don't forget the prayer team!)
- If you ran an Alpha at your school, send a thank you to the principal and/or Admin Office and include quotes from students who attended. (eg. This was an awesome group! - Lana / This changed my life. - Craig)

