

3 Day Weekend Schedule Instructions

Prepare your schedule several weeks before the weekend. Once you have created the schedule, save a copy as a PDF to mail to team members.

Information needed to complete form:

- 1. Team Roster with talk assignments**
- 2. Spiritual Directors Assignment Worksheet**
- 3. Assignment of team prayers from Head Chapel**
- 4. Optional: Special Music list from Head Music**

Instructions for inserting team names in schedule.

After downloading the Weekend Schedule File from the Resources area on the NGWTE Team Leader Resources page, Save the document with a unique name, (ex. NGWWTE #190 3day schedule).

When you open the file, you will see two page tabs. The first one is the master schedule labeled **Three Day Schedule**. This page is the schedule itself, with appropriate formulas and links that will auto populate when you enter the team names. To populate the names, click on **Servants** page tab, and type in team members' names into Column C next to their assigned role, assigned talk, spiritual assignment, prayer assignment. Please do not make any changes in Column B.

Return to the Three Day Schedule tab and the names will now be assigned in the schedule. **SAVE THE DOCUMENT** as an excel file. When you are ready to mail to team you can save as a PDF.

You may need to make some manual assignments:

If you need to manually enter assignment, simply copy the Title of the correct person from the Servants Page (Column A) and paste it in the Servant Position (Column D) on the master schedule. The correct name will now appear in the Servant Name column (column E).

1. Inside and Outside ALD – depending on their talk assignment you may need to modify the conference room assignments preceding and right after their talk.
2. Special Music will have to be typed in.

Please do not add or delete rows or columns.

Save the final document as an excel file, then do a Save As, and change the document type to a .pdf. This will create a second document, a PDF, that you will send to the team.

Suggestions for doing the 3 Day Schedule Review:

The schedule review is NOT a time to go line by line and discuss every single action on the weekend, it is a time to answer questions that people have AFTER they have reviewed it AT HOME before the meeting. It is also a time to specify tasks if the LD or SD have certain preferences, but this should also be planned before the review meeting.

1. Email the schedule to all heads, spirituals, Floater, Gopher, ALD, ISC, OSC, Den Servant, 4th Day Servant and any other Team you want to participate
2. Ask all to review the schedule, highlight their responsibilities, print the schedule or download it to a device and bring to review meeting, WITH any questions they have. **It is very important they review the schedule before the meeting and be prepared to ask questions.**
3. Start with Thursday, and go by page and ask, “does anyone have any questions about this page?” if yes, answer them, if no move on. Make it simple and make it quick!