



Conference Hostess Suggestions Checklist

These are not mandatory, but are suggestions that we believe will help you minister to your guests. You might want to use a few or all of them.

Day before the event

- Check your emails and our website for any updates regarding the conference
- Confirm your guest list – call or email them.
- Print out the SICM Guest Sign-In sheet
- Have extra tissues, your guests might shed a few tears during the testimonies.
- You might want to consider paper towels for your guest bathroom. They are more hygienic vs hand towels in this time.
- Have Hand Sanitizer available
- Bowl for Mints, bottled water, Coffee and Snacks.
- Continue with your prayers. Pray for your guests

Conference Day

- This is the day that the Lord has made, let us rejoice and be GLAD in it! Great things are going to happen today. Begin with prayer and invite the Holy Spirit to move in you and your guests.
- Check your emails and our website for any updates
- Place the Guest Sign-In sheet in a visible place for easy access for guests to “sign-in”
- Consider having soft music playing as your guests arrive.
- SMILE, SMILE, SMILE – and don’t forget to start with prayer.

After the Conference

- A time for sharing and praying
- Please send via email or regular mail your Sign-In sheet