



Ministry Spotlight Table Standards

In order to have a successful Ministry Spotlight experience, you must include the following in **ALL LOCATIONS**:

- **STAFF:**

Please have at least one (two is better) person from your ministry at the ministry spotlight. Please plan to setup and staff the table 15 minute before the first service, the entire time between services, and 30 mins after the last service ends. This person should be knowledgeable about your ministry and what you are trying to accomplish. BONUS: if they're engaging conversationalists, that's all the better. You are responsible for staffing your table.

- **MATERIALS:**

It is a good idea to have at least one piece of information that people can take away with them. You should also have a way for them to engage (signups, etc.). You can have them sign up on a sheet that you make or take their information electronically, whichever is best for your team. You are responsible for the logistics of this and the follow-up. If you need help printing your materials, please email kathy@whoisgrace.com at least one week prior.

- **VISUALS:**

Please submit visual design ideas for your spotlight time to danielle@whoisgrace.com. It can be in written form, or you can send her photos, whichever you prefer. We suggest at minimum: a sign to go across the front of your table. If you need a TV, please contact dustin@whoisgrace.com.

At any time, Danielle or the Communication Coordination Team may ask you to make changes to your display once it's seen in real time. Please know that this is only an effort to make your display more engaging and push your ministry forward in a successful way. If you have multiple weeks scheduled and choose not to make the changes, we may discontinue your display.