



School Assembly Preparation Check List

Assembly Guidelines: The Team will need to be at each school 20 minutes prior to start time. Each school needs to have a sound system set up, preferably with a wireless handheld microphone and a CD player. We can do a maximum of 4 assemblies per day. Each assembly will range in time from 30 minutes (Elementary-minimum) and 1 hour (Middle & High-maximum)

Church Hosting Assemblies: _____

Crusade Dates: _____

Total Number of School Assemblies:

1. Assembly Date:
School Name:
Principal's Name:
Start Time: _____ End Time: _____
Sound System: YES NO CD Player: YES NO

2. Assembly Date:
School Name:
Principal's Name:
Start Time: _____ End Time: _____
Sound System: YES NO CD Player: YES NO

3. Assembly Date:
School Name:
Principal's Name:
Start Time: _____ End Time: _____
Sound System: YES NO CD Player: YES NO

4. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO
5. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO
6. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO
7. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO
8. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO
9. Assembly Date:
School Name:
Principal's Name:
Start Time: End Time:
Sound System: YES NO CD Player: YES NO

Additional Comments/Other Necessary Information: