



# ALPHA PLANNING CHECKLIST



## 1-3 months in advance

**REGISTER:** If you are the primary Alpha Course Administrator, please log in to MyAlpha ([app.alpha.org/ca](http://app.alpha.org/ca)) and register your Alpha. You can add hosts/helpers to the “My Team” section so they have access to the resources too. You can then choose to publish your course on the Alpha Canada website ([tryalpha.ca](http://tryalpha.ca)) which will help guests search for and find an Alpha in their area.

**INTRO VIDEOS:** Watch the short Intro video clips in the Learning Centre for an overview of how Alpha works. These are different from the Team Training videos in the “Series Materials” that you will watch and discuss with your whole team.

**LOGISTICS:** Discuss with your core leaders the scope and size of your Alpha: guests (adults, youth), location (church, homes, etc.), food (full meal, snack/dessert),

decor (banquet or casual), seating (round tables or couches), music (live or playlist), retreat (weekend or day), start date and time, etc.

**SCHEDULE:** Adjust the specific dates of your Alpha schedule as needed (including your Team Training sessions, weekly Alpha sessions, the Alpha Weekend/Day, holidays, etc.). The Alpha Course Administrator (CA) and all Team Members who have been added to the Team section will receive a weekly email with top tips and resources based on this online schedule.

**TEAM:** Prayerfully select your Alpha team members (full descriptions of team roles can be found in MyAlpha). For smaller Alpha groups, you can combine some of these roles:

- Alpha Administrator & Support
- Small Group Hosts & Helpers
- MC (emcee)
- Set up/Tear Down Crew
- Technical Support (Audio-visual)
- Decor/Hospitality
- Kitchen Team
- Greeters
- Worship Leader/Team
- Prayer Team
- Weekend/Retreat Planning Team

**TRAINING:** Book a specific date for your Alpha Team Training and invite other regional churches to join in! Or arrange for your team to join with other churches running Alpha when they host their Alpha training. Invite your Hosts/Helpers to attend and book that day!



To access more helpful resources as you run Alpha, log in to MyAlpha at [app.alpha.org/ca](http://app.alpha.org/ca)

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**BUDGET:** Develop a system of accounting for all income and expenses. For a detailed list of common expenses (not exhaustive) associated with running an Alpha course, please customize this [Sample Alpha Budget](#).

**BOOKS:** If you prefer hardcopy books, order the Alpha Team Guides & Guest Guides as early as possible ([ekkuip.ca](http://ekkuip.ca)). However, the weekly PDFs are available for you to print each week from MyAlpha, and digital copies are sent via the weekly email to you and your team. Consider ordering Bibles, the *Why Jesus?* booklets, and the *Searching Issues* booklets.

**INSURANCE:** Make sure to check your insurance coverage and understand who holds liability in case of injury, and always stay within seating capacity and fire code limits—violating these may void your insurance.

**RETREAT:** Check out potential Alpha Weekend/Day facilities and book one as soon as possible. See more info about [Alpha Location Ideas](#).

**GUEST SIGN UP:** Decide if you would like Alpha Guests to sign up for your Alpha (in addition to [tryalpha.ca](http://tryalpha.ca)). Use your church's registration platform, or create a simple Google form to track sign-ups. If hosting an Alpha Online, use the Zoom registration form. This will help you plan and prepare seating and meals to host guests well.

## 2 months in advance

**MYALPHA DETAILS:** Log in to MyAlpha and complete the setup for your upcoming Alpha:

- Watch the short Intro videos in the Learning Centre.
- Adjust or confirm the weekly schedule.
- Add your Hosts/Helpers in the Team section.
- Download and save the videos to your computer.

**TRAINING:** Schedule a specific day to meet with your team to watch and discuss the training videos. Send out an email invitation for them to reserve the day and time.

**FOOD:** Plan and prepare food arrangements. Schedule a meeting with the Kitchen Team members.





**BUDGET:** Finalize the budget for all aspects of Alpha, including the weekly meals, the Weekend/Day, Alpha resources, and other incidentals.

**PROMOTION:** Begin to promote your Alpha at your church and on social media, and customize guest invitations provided in MyAlpha to encourage your church community to invite.

**RETREAT:** Begin to plan the details now, including food, accommodation, activities, subsidy/bursary options, transportation, etc. Log in to MyAlpha for more ideas and suggestions.

## 1-2 weeks in advance

**TRAINING:** Get your Alpha team together to watch the 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, and then discussion.

**GUESTS:** Connect with guests who have signed up and confirm the Start Date & Time. Print the Sign-up Form (in MyAlpha) to gather info from guests about dietary restrictions and group preferences.

**PRAYER:** Encourage small group hosts and helpers to begin praying for their guests.

**ATMOSPHERE:** Meet with your decor team and brainstorm ways to create a welcoming atmosphere. Think about relaxing lighting, cozy seating, cool table centrepieces, the playlist, etc.

**FOOD:** Finalize food arrangements depending on the number of guests you expect. Consider the possibility of additional, unregistered guests on the first night and factor this number in your meal preparation.



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## Weekly Sessions on Alpha

**PRAYER:** 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.

**FOOD:** Arrange for your team to arrive early for meal preparation, and ensure that someone on the kitchen team has gone through basic food safety training.

**ADMIN:** Decide if you will use name tags each week (first names only!) and/or how you will take attendance discreetly.

**TECHNICAL:** 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.

**BOOKS:** Make sure there are enough Alpha Team Guides, Alpha Guest Guides, and Bibles, if you are providing hardcopies (optional).

**RETREAT:** On week 2 or 3, promote the specific dates and cost (if applicable) for the Alpha Weekend/Day. Build it up as a fun getaway retreat. On week 3 or 4, provide waiver forms for anyone under 18 so their parents can sign it.

**DEBRIEF:** Meet with your Alpha team after the session has ended. Celebrate the small wins, share concerns and questions, encourage each other, and end with a time in prayer.

## 2 weeks leading up to the Alpha Weekend/Day

**PARTICIPANTS:** Finalize the number of people who will be attending the Alpha Weekend/Day, including leaders and guests.

**FOOD:** Oversee the purchase and preparation of food for the Alpha Weekend/Day.

**RETREAT DETAILS:** Confirm the schedule (including leisure time) and communicate this to your team and guests. Hand out or email copies of the Weekend/Day schedule, a map of the facility, a waiver form for minors, payment information, and a list of items to bring (as needed). Include subsidy and childcare info if available.

**MUSIC:** 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.



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## 1 week before the Alpha Weekend/Day

**TRAINING:** Meet with your team to watch the Team Training video all about Prayer Ministry.

Share what the weekend will look like for your group. Invite any questions and end with a time of prayer.

## The last session of Alpha

**For the last session of your Alpha, consider some of these elements:**

Watch the last Alpha video together, ask guests to share their highlights and then fill out the Feedback Form (digital or hardcopy). Ask the Lead Pastor to introduce himself and invite guests to Sunday Service, organize a casual get together in someone's home in a couple of weeks, take a group photo, create a Whatsapp group to stay connected, and pray for each person.

*Note: In the past, a Celebration Night or Wrap Party was held as a separate extra evening for guests to invite their friends and family to see what Alpha is all about and invite them to the next Alpha. This is still a great option! However, many groups are now concluding with the video, "What about the Church?" and encouraging their guests to invite a friend to join them on the next Alpha (specify a date or season if that info is available). The relational and personal invitation tends to be very effective.*

## The week after Alpha ends

**DEBRIEF:** 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. Use the 7 Best Practices list in MyAlpha for a high-level assessment of your Alpha strategy—highlighting what to improve, what to change, and what to aim for in your next Alpha.

**THANK YOU:** 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)

**ALPHA SURVEY:** Course Administrators, please fill out the short survey after each Alpha ends. Alpha Canada designs our services and support based on your information. Look for it in your Inbox!

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To access more helpful resources as you run Alpha, log in to MyAlpha at [app.alpha.org/ca](https://app.alpha.org/ca). Thank you for creating a safe and meaningful space for others to explore life, faith, and God! We appreciate you and are praying for you and your church as you run Alpha.

