**Baptism Day Checklist**

* Has each candidate been screened and approved?
* Were the baptismal candidates briefed ahead of time on what to bring (change of clothes, camera, plastic bag for wet clothes, etc.)? *Encourage them to invite their families and friends to celebrate with them.*
* Are there enough baptismal gowns with the right sizes?
* Where there is no built-in font, has a portable one been arranged? Has it been checked for leaks?
* Has the water been warmed up?
* Are there enough baptismal certificates?
* Have the certificates been filled in, with the correct details?
* Has the programme been finalised? E.g.
  + Who will go up with the pastor on stage?
  + Have singing groups been contacted and finalised?
* Has the sound system been set up and checked?
* Has a recording / livestream been arranged? If so, are they set up?
* Are there enough towels?
* Are there enough deacons on hand to assist on the day
* Has a children’s programme been organised?
* Are there enough chairs? Do extra chairs need to be kept close by?
* Has a mentor been assigned to each new member? Connect mentors and new members at during the service.
* Have gifts been arranged for new believers? What is the budget per member, and who will buy the gifts?
* Will refreshments be arranged. If so, who will be in charge?