**Steps to host an Anglicans for Life SUMMIT Virtual Watch Party!**

1. Ask Permission from church to host party. See if level of infection in your area supports a gathering, and if so how many? Are there any civil restrictions to your plan to gather for a non-church service event? Determine if the church calendar is open and book it. Establish if you need small budget to cover food, coffee, etc. or plan to advise people to bring lunch.
2. Based on your time zone, identify what the food needs are and assign purchasing tasks. (AFL recommends food choices that people can casually eat [grazing] peelable oranges, bananas, nuts, single packs of crackers, sub-sandwiches, pizza, danishes, water bottles.) Determine if your choice of venue allows food and drink to be consumed in the space selected.
3. Confirm space has access to hi-speed internet connection w/big monitor screen and that you will be able to social distance. Confirm you have someone knowledgeable and available to operate any required AV equipment.
4. Decide how many you can host safely and begin inviting people/publicizing. Require attendees to sign up online with the church, have a cut off when the maximum is reached and appoint a team to check in participants the day of the event and to have hand sanitizer available and check for proper wearing of face masks (have disposable ones available for those who forget to bring one) if so desired.
5. Start making announcements-using AFL resources in bulletins, social media-invite people to sign up.
6. Register your watch party and purchase ticket. Carefully read information in follow up emails!
7. Begin praying for your group to hear God’s guidance during discussion time.
8. On January 15th – printout login credentials sent from AFL. Review received contents of Watch Party Kit.
9. On Saturday, January 20th arrive early – Appoint a team to arrange the seating based on sign ups. Appoint a team to do any sanitizing if applicable. Ensure the AV equipment is operational and sign in 15 minutes prior to Summit to make sure everything is working properly.
10. Watch – discuss – pray – discuss – pray!
11. Appoint a team to clean up all areas used and re-sanitize before departing the venue.
12. Fill in Survey form sent from AFL
13. Go out and make a difference for life!