

Checklist and Schedule

For Team Leaders:

This is only a guide and it will need to be adjusted to fit your needs.
[web](http://www.rminet.org/teamprep)- notes resource available online at www.rminet.org/teamprep.

Before Your Sister Church Visit			
✓	Time Line	Action to be Taken	Your Dates
	1-2 years	Reserve date and Send Non-Refundable Reservation Fee web	
	1 Year	Decide on Project (In collaboration with your Sister Church and RMI)	
	9 Months	Organize Team (Applications, Interviews, etc)	
	6 Months	Purchase RMI Training Materials and Schedule Training Sessions web	
	5 Months	Develop Fund Raising Campaigns	
	4 Months	Handout Training Manuals, Materials and Pertinent Documents web	
	3+ Months	Begin Official Training	
	10 Weeks	If appropriate, send out Support Letters web	
	8 Weeks	Confirm Passports	
	6-8 Weeks	Purchase Tickets (Consult with RMI Prior to Purchase)	
	6 Weeks	Send Funds to RMI (Project, Ministry Enablement and In-Country Flight)	
	6 Weeks	Send Forms to RMI (Team Info, Release, Travel Itinerary) web	
	6 Weeks	Have Greetings and Testimonies Written web	
	6 Weeks	Request slot in Worship Service and Bulletin Announcements/Inserts	
	4 Weeks	Confirm Medical Preparations for each Team Member (Vaccinations)	
	3 Weeks	Prepare/Distribute Luggage Tags (Zip Ties, Yellow Cardstock, Laminate) web	
	2 Weeks	Send Pre-Trip Prayer Communication to Supporters web	
	2 Weeks	Complete Government Registration (Confirm Completion with RMI Florida Office) web	
After Your Sister Church Visit			
✓	Time Line	Action to be Taken	Your Dates
	+ 1 Week	Post Trip Report/Communication with Supporters and RMI	
	+ 2 Weeks	Post-Trip Team Party and Debrief (Session 7)	
	+2 Week	Complete and Submit Evaluation Forms, Pictures and Videos to RMI	
	+ 1 Month	Hold Post-Trip All Church Presentation (Testimonies, Video, Pics, etc)	
	Post Trip	Develop 5 Year Plan (after collaboration with your Sister Church)	

