Ambassador Meeting Checklist

Materials for the Meeting:

- ☐ **Pens:** Have extra pens available for attendees to fill out sponsorship cards or forms.
- ☐ **Notepads/Sticky Notes:** For taking notes, jotting down additional information, questions, or requests.
- ☐ **Business Cards (Optional):** Leave your business card with guests for follow-up.
- ☐ **Know Your Prospect:** Complete and review a Personalized Prospect Research Sheet prior to meeting
- ☐ **Brochures:** Information on the Capital Campaign (about project, amount needed, & amount raised YTD).
- ☐ **Commitment Platform (Donation Cards):** Ready-to-use physical Donation Cards for potential sponsors to fill out and commit. Alternatively, provide the option to donate online via our RPI portal.
- ☐ **RPI Presentation Video or PowerPoint:** A short, impactful video or PowerPoint showing the history and work of RPI, the need, and the communities that are supported.
- ☐ **Highlight Testimonies/Success Stories:** Printed stories or a digital PowerPoint/video of projects, sight plan, sponsored pastors and your ministry impacts.
- ☐ **RPI FAQs:** Anticipate common questions about the campaign (e.g., timeline, impact, ways to give) and have clear responses ready.
- ☐ **Newsletter Sign-Up:** Ask guests if they would like to receive updates about RPI and upcoming opportunities. Collect their email addresses for adding to the newsletter list. Ensure that handwriting is legible when collecting contact information.
- ☐ **Follow-Up:** Provide a way to collect contact information for follow-up with attendees interested in learning more or committing. (If business cards aren't available, use a form or digital document to gather contact info.)
- ☐ **Post-Event Follow-Up Materials:** Leave guests with a brochure.