



Visitor Follow-Up Checklist

A simple follow-up rhythm that helps first-time guests feel remembered, valued, and invited back.

Use this checklist to create warm, timely follow-up without overwhelming guests or letting important connections fall through the cracks.

GUEST / FAMILY: _____

FIRST VISIT DATE: _____

SUNDAY / FIRST VISIT

- ☐ Welcome guests warmly without putting them on the spot or making them feel singled out.
- ☐ Collect only the contact information they willingly provide through your church's connection process.
- ☐ Note helpful details they shared, such as family names, ministry interests, questions, or prayer needs.

FIRST 24-48 HOURS

- ☐ Send a personal thank-you by text, email, phone, or note using your church's preferred method.
- ☐ Respond promptly to any question, prayer request, or request for information they submitted.
- ☐ Record that follow-up was completed so the guest is cared for without receiving duplicate contacts.

DURING THE WEEK

- ☐ Make one appropriate second connection and share a helpful next step based on their interests.
- ☐ Pray for the guest or family, especially when they shared a specific need or prayer request.
- ☐ Update your guest record with notes, interests, and any next action that should be taken.

PREPARE FOR THEIR NEXT VISIT

- ☐ Help the welcome or ministry team recognize and assist the guest naturally if they return.
- ☐ If they return, note the second visit and move them into your church's normal connection process.
- ☐ Respect their pace; follow up with care, but avoid repeated contact they have not invited.

FOLLOW-UP NOTES / NEXT STEP

Thoughtful follow-up turns a first visit into an opportunity for connection.