FIRST-TIME GUEST WELCOME

Welcome Signage Kit

for Small Churches

Printable parking, lobby, kids check-in, and directional signs
a first-time guest can follow — from the parking lot to a seat.
Customize in an afternoon. Print on any color printer or at a local print shop.

INSIDE THIS SAMPLE • 6 SIGNS + SETUP CHECKLIST

1 Guest Parking • 2 Lobby Welcome • 3 Kids Check-In

4 Restrooms & Directions • 5 We're Glad You're Here • 6 First Time? Start Here

[Your Church Name]

SAMPLE KIT • US Letter landscape signs • Print at 100% scale, trim on the gold line if desired

WELCOME — WE SAVED YOU A SPOT

P

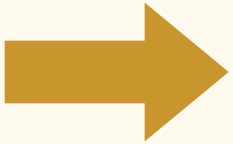
GUEST PARKING

First time here? These spots are for you — close to the door, no strings attached.

Need a hand or an umbrella? A greeter in a bright lanyard is glad to help.

Entrance this way

Follow the welcome signs inside — coffee's on us.



[Your Church Name]

✝

WELCOME HOME

We're Glad You're Here!

Whether this is your first Sunday or your first Sunday in a long time,
there's a place for you here — come on in and make yourself at home.

NEW HERE?

Stop by the Welcome Table for a free gift and a friendly hello.

QUESTIONS?

Look for anyone with a bright lanyard — we're happy to help.

KIDS?

Safe, secure check-in is just down the hall. Follow the kids signs →

"I was glad when they said to me, 'Let us go to the house of the Lord!'" — Psalm 122:1

[Your Church Name]

KIDS CHECK-IN

Kids Are Welcome Here!

Ages: Nursery • Toddlers • Pre-K • Elementary — check in here first

1

CHECK IN

Tell us your child's name & any allergies.

2

GET YOUR STICKERS

One for your child, one for you — keep yours for pick-up.

3

WE'LL WALK YOU THERE

A screened volunteer will show you to the right classroom.

All kids volunteers are background-checked. • First visit? Registration takes about 2 minutes.

Need a nursing / quiet room? Just ask at check-in — we're glad to show you.

[Your Church Name]

Finding Your Way

Everything a guest needs — no need to guess (or wander).

RESTROOMS
Down the hall, on your left



KIDS CHECK-IN
Straight ahead, follow the star signs



WORSHIP / SANCTUARY
Through the double doors on your right



COFFEE & WELCOME TABLE
Right here in the lobby — help yourself!



Lost? Anyone with a bright lanyard can walk you there — please don't hesitate to ask.

[Your Church Name]

FROM ALL OF US AT

[Your Church Name]

We're Glad You're Here.

You belong here — just as you are. We're saving you a seat, and we hope you'll come back and sit with us again next week.

"Welcome one another as Christ has welcomed you." — Romans 15:7

SEE YOU NEXT SUNDAY!

FIRST TIME HERE?

Start Here — We Made It Easy.

3 easy steps, about 2 minutes:

1. Say hello — grab a welcome gift (no form required to say hi).
2. Fill out a Connect Card — only share what you're comfortable sharing.
3. Find a seat — sit anywhere you like; a greeter can help you find a spot.

NO PRESSURE, PROMISE.

We won't single you out, ask you to stand, or show up at your house uninvited.
Just a warm welcome — and an open invitation to come back.

[Your Church Name]

Place this sign on the Welcome Table, tent-style or in an 8.5×11" frame.

Guest Welcome — Setup Checklist

One page • Follow the guest path: parking lot → lobby → kids check-in → seat

BEFORE SUNDAY — PREP (30–45 min)

- [ ] Replace [Your Church Name] on every sign, then print at 100% scale (do not 'fit to page').
- [ ] Print parking + directional signs on heavy card stock or foam board; lobby signs fit standard 8.5×11" frames.
- [ ] For outdoor use: laminate, use yard-sign stakes, or slip into weatherproof sign holders.
- [ ] Walk the guest path yourself, phone in hand, and photograph anything confusing (see order below).
- [ ] Brief greeters: bright lanyards on, welcome gifts stocked, Connect Cards + pens at the Welcome Table.

THE GUEST PATH — PLACEMENT ORDER (parking lot → seat)

- [ ] 1. STREET / LOT ENTRANCE — Guest Parking sign at the lot entrance, visible from the street.
- [ ] 2. GUEST PARKING ROW — Second parking sign at the reserved row closest to the main entrance.
- [ ] 3. FRONT DOOR — 'We're Glad You're Here' sign at eye level beside (not on) the entrance doors.
- [ ] 4. LOBBY, FIRST SIGHTLINE — Lobby Welcome sign where a guest's eyes land first when they walk in.
- [ ] 5. WELCOME TABLE — 'First Time? Start Here' sign on the table, tent-style or framed, with gifts + cards.
- [ ] 6. HALLWAY JUNCTION — Restrooms & Directions sign at the first hallway decision point.
- [ ] 7. KIDS WING ENTRANCE — Kids Check-In sign above/at the check-in desk, visible from the lobby.
- [ ] 8. SANCTUARY DOORS — Second 'Glad You're Here' sign (exit side) so the last thing guests read is thanks.

SUNDAY MORNING — 15-MINUTE SWEEP

- [ ] Signs out by 30 minutes before the first service; parking signs first, lobby signs second.
- [ ] Check sightlines from a guest's height in a car, at the door, and with kids in tow.
- [ ] Restrooms stocked + directions sign still accurate (rooms move — update the sign, not the guest).
- [ ] Kids check-in staffed before doors open; stickers, printer, and allergy notes ready.
- [ ] After service: collect outdoor signs, note anything damaged or missing for next week.

MAKE IT YOURS — CUSTOMIZE IN AN AFTERNOON

- [ ] Swap in your service times, kids ages, and room names on the Directions sign before the first print.
- [ ] Add your logo in the footer area if you wish — keep type large; guests read signs at a glance, in motion.
- [ ] Translate key signs if your neighborhood needs it — welcome should never require translation help to find.
- [ ] Quarterly refresh ($49 tier): new seasonal welcome line, updated times/rooms, replacement worn signs.

Rule of thumb: a first-time guest decides how welcome they feel in the first 7 minutes — and most of those minutes happen before anyone says a word. Good signs do that talking for you.