

## 6 Weeks Prior (Fraternal Outreach Workshop)

Date: \_\_\_\_\_

- Choose an event.
- Choose the location.
- Choose the date.
- Register the event on *catholicforester.org*.

## 5 Weeks Prior

Date: \_\_\_\_\_

- Reserve the location or venue.

## 4 Weeks Prior

Date: \_\_\_\_\_

- Build your team.
- Recruit volunteers. Invite members, family and neighbors to participate.
- Order T-shirts if you'd like T-shirts for your event.

## 3 Weeks Prior

Date: \_\_\_\_\_

- Submit church bulletin announcement to your parish.
- Promote the event via social media and your local court's website.
- Post flyers at your church and school.

## 2 Weeks Prior

Date: \_\_\_\_\_

- Confirm event venue.
- Meet with your team to review the project, logistics and day-of event plan.

## 1 Week Prior

Date: \_\_\_\_\_

- Communicate up-to-date information to volunteers.
- Post reminder on social media.

## Day of the Event

Date: \_\_\_\_\_

- Arrive early to welcome volunteers and set up.
- Ask everyone to sign in.
- Take photos and post to social media.
- Thank all volunteers.
- Clean up.

## Post-event

Date: \_\_\_\_\_

- Send thank you notes to volunteers, partners and donors.
- Submit form, photos and video footage to the Home Office.