

Event:	
Date:	Time:
Building/Room:	

The Catholic Community of **St. John & Blessed Sacrament**
Event Timeline

DATE
10 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Form a group/committee, determine calendar Assign specific tasks to sub-groups for publicity, recruitment, and promotion Ask God's blessing
8 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Begin a series of weekly bulletin announcements (Bulletin deadline Monday by noon.) Prepare any flyers or other forms of advertisement
7 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Submit work order for desired table set up in Gathering Space for registration next week
6 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Include article, advertisement, or flyer in the parish bulletin Father announces registration in Gathering Space after Masses Discuss plans with Pastor and ask him to consider homily connections to the Event Invite the homebound to pray for success of event
4 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Committee Meeting, sub-committee reports Show any available informational videos Continue registration and sign-up
2 WEEKS BEFORE THE EVENT
<ul style="list-style-type: none"> Make announcements or witness talks at Sunday Masses All available planning members assist in preparations
1 WEEK BEFORE THE EVENT
<ul style="list-style-type: none"> Finalize or Close (if needed) Sign-Up
1 DAY BEFORE THE EVENT
<ul style="list-style-type: none"> Set-up, other Responsibilities Pray
DATE OF THE EVENT
<ul style="list-style-type: none"> Pray
1-2 WEEKS AFTER THE EVENT
<ul style="list-style-type: none"> Afterglow/Feedback Committee Meeting Submit bills, invoices, return merchandise, prepare income/expense report Send thank-you notes / Bulletin follow-up Set next year's date, time and location Thank the good Lord!