

SUGGESTED TIME LINE FOR EVENT

As soon as date is established, the Intercessory Team should be appointed, especially focused on evangelism and spiritual warfare.

4-6 Months prior

1. Select date and obtain necessary permits for event.
2. Begin to select staff for the event.
3. Begin to write to local merchants and businesses for donations. Be sure to follow up with a phone call about a week after sending out the letters.

3-4 month prior

1. Meet with staff and get things in place.
2. Begin to design a follow up plan to be put into place immediately following the event.

2 Months prior

1. Draw up flyers and poster designs for event and print them out.
2. Map out the areas of distribution for these areas.
3. Send an invitation to your mayor or other leading public officials inviting them to the event.

4-6 Weeks Prior

1. Mail out press releases to local newspapers, TV, & radio stations.
2. Contact local merchants to confirm donations and to arrange pickup. Be sure to provide them with a letter of donation and let them know you will advertise their generosity at the event.

3 Weeks Prior

1. Contact the media to follow up your press release and confirm the attendance.
2. Confirm any other last minute details that need to be confirmed with your committee members.
3. Place posters and flyers in local businesses in the area where the outreach will be held.

2 Weeks Prior

1. Pass out flyers to the people in the area where the event will be taking place. Take the time to personally invite as many people possible in that area to the event.

1 Week Prior

1. Continually monitor and check on the last minute details and handle any situations that may arise. Keep in mind spiritual attacks may happen, and the need for your intercessory covering will become evident. This event **will make** a major difference in the lives of the attendees as well as the volunteers when dependency on the Lord is present, and felt needs are met *through relationships* for His glory.