

Outreach Timeline

6 Months - What day do you want to do the event? Who is going to help organize?

5 Months - Talking with the team, what kind of outreach do you want to do?

4 Months - Once you have decided on the event, who is going to be in charge of what? Assign duties.

3 Months - Meet with the team. Is everything reserved, rented, bought?

2 Months - Advertising. Social media and in hand invitations.

1 Month - Meet together and pray for the event. Recruit volunteers.

2 Weeks - Meet with team again, cover all last-minute details.

1 Day Before - Is there anything that can be setup in advance? Start the set up.

Day of - It's time! Make sure to get there at least an hour and a half early. Pray as a group, get volunteers trained in the area they're serving. Don't forget to get pictures and videos of the event!

Final Details - Ensure the guests fill out visitor cards from the event. Make sure everyone feels loved and appreciated.

Week After - Lead Pastor call and email each visitor. Leave a message and thank them for coming, invite them back on Sunday.