

# **PLANNING TIMELINE**

## **BREAKING THE SPIRAL OF SILENCE CHURCH EVENT**

### **FIRST STEPS:**

- Recruit Prayer Team Leader to organize prayer effort for event.
- Recruit Volunteer Team Leaders to take responsibility for various tasks:
  - o Publicity
  - o Voter Registration
  - o Refreshments
  - o Technical
  - o Room Set-up/Clean-up
  - o Child Care (optional)
- Develop detailed promotional plan.
- Decide how you want to handle attendee registration.
- Have Team Leaders recruit volunteers for their areas.
- Plan food service, if needed.
- Meet with Task Force to update, evaluate, and tweak plans.

### **3-4 Weeks before Event**

- Continue prayer efforts for event.
- Begin promotion in church and community.
- Invite and confirm at least 4 other churches will attend your event.
- Contact local Christian and community organizations to get them involved.
- Provide promotional materials for partnering churches and organizations.

### **2 Weeks before Event**

- Continue prayer efforts for event .
- Confirm plans for room set-up/clean-up, food service, child care
- Continue promotion.

### **1 Week before Event**

- Perform equipment tests on all technical equipment needed for the event.
- Continue prayer efforts for event.

### **Day before Event**

- Set up the auditorium.
- Organize onsite prayer over all auditorium seats in preparation for attendees.
- Set up areas for registration, food service.
- Put up signs directing attendees to restrooms, child care, etc .

### **Day of Event**

- Make sure everything is in place and ready to go
- When everyone is seated, make announcement about refreshments, breaks, restroom locations.
- Introduce pastor and key ministry leaders.
- Make announcement about follow-up plans for the Breaking the Spiral of Silence Mobilization in your community.

### **After Event**

- Clean up.
- Thank your volunteers.
- Pat yourself on the back, put your feet up, and rest!