



General Planning Guide

Three Months before the Event

- Seek Out Parent Chaperones
- Assign Team Leaders
- Try to meet regularly to discuss program and keep meetings spiritually focused with prayer and recollection
- Gather needed items—look for business sponsors to donate items (water, fabric, rosary making supplies)
- Confirm Venue

Four Weeks before the Event

Publicize event in

- Newsletter
- Bulletin
- Posters
- Assemblies
- Order Shirts
- Hand out registration forms

2 Weeks before the Event

- Confirm Sponsorship
- Gather Registration Forms
- Collect Money
- Order Prizes
- Verify Permission Slips
- Work out any Medical concerns

Following the Event

- Write Thank You Letters to Sponsors, Chaperones, Pastors, Principal, etc.
- Collect and forward any additional money to the Missionaries of Our Lady of Divine Mercy
- Provide Evaluation forms to participants and chaperones. Forward responses to the Missionaries of Our Lady of Divine Mercy