



Making a World of Difference Planning Team Timeline

4 Months ahead:

1st meeting with Planning Team –

(2nd year and beyond, the Planning Team will include previous recipients)

Explain the goal of banquet to team and their responsibilities

Discuss people to approach to make nominations – ex. Pastors, Business people, Chamber

Determine venue

Pray

Contact local Pastors, Business people, Chamber for nominations (see sample nominations form)

3 Months ahead:

2nd meeting with Planning Team –

Gather and Finalize nominations

Determine ticket price – higher ticket attachment is needed, recommend \$7-8

Determine promotion strategy and reservation deadline

Determine schedule for the evening – *See sample event schedule

Discuss favors, corsages, gifts and donations

Discuss program including advertising space for funding – ad space is optional, but a great way to fund the event! Discuss who will put the program together- timeline for submitting, printer, cover design

Select speaker that will compliment the program

Discuss budget

Pray

Schedule appointments to meet with nominees, follow up with letters -* See sample letter
Team members secure gifts and donations from the community.

2 Months ahead:

3rd meeting with Planning Team –

Coordinate who will gather nominee submissions (bios, pictures, names of invites)

Appoint team member to follow up with reservations from guests of nominees.

Determine who will edit bios received from nominees

Discuss gifts, donations and ads received to date

Discuss Meet & Greet details

Pray

Continue gathering gifts, donations and ads. Tip: Mail letters or contact previous special features for ads and donations.

1 Month ahead:

4th meeting with Planning Team –

Status report on gathering nominee information

Determine that all Schedule items are covered and assigned

Favors and door/table prizes, Recipient gift bags

Discuss budget

Discuss donations, gifts; determine how much more is needed

Press Release for papers, radio stations

Camera person secured

Pray