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**MTS Information Night**

**Event Plan**

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| **WHAT** | **WHEN** |
| Determine date of event | Current date + 8 weeks |
| Determine list of invitees | Current date + 8 weeks |
| Book venue | Current date + 8 weeks |
| Complete and print invitations | Event date minus 8 weeks |
| Organise speakers | Event date minus 7 weeks |
| Organise band | Event date minus 7 weeks |
| Organise people to do supper | Event date minus 7 weeks |
| Distribute invitations through personal conversations | Event date minus 6 weeks |
| Advertise event – Facebook/church bulletin | Event date minus 6 weeks |
| Tweet #1 | Event date minus 5 weeks |
| Tweet # 2 | Event date minus 4 weeks |
| Confirm speakers | Event date minus 4 weeks |
| Ensure PowerPoint presentation is correct | Event date minus 4 weeks |
| Personally follow up invitees that have not replied | Event date minus 3 weeks |
| Tweet #3 | Event date minus 3 weeks |
| Confirm band, supper and speakers | Event date minus 2 weeks |
| Print out event booklets | Event date minus 2 weeks |
| Print out info about recruiting conference | Event date minus 2 weeks |
| Tweet #4 | Event date minus 2 weeks |
| Tweet #5 | Event date minus 1 week |
| Confirm attendee numbers for catering | Event date minus 1 week |
| Organise gift/honorarium/card for speaker/band | Event date minus 1 week |
| Follow up with a phone call or personal conversation after event | Event date plus 1 week |
| Personally invite to join you at recruiting conference | Conference date less 6 weeks |