



## MTS INFO NIGHTS PLANNING SHEET

### WHAT

### WHEN

**DETERMINE DATE OF EVENT**

**CURRENT DATE + 8 WEEKS**

**DETERMINE LIST OF INVITEES**

**EVENT DATE - 8 WEEKS**

**CONFIRM AND BOOK VENUE**

**EVENT DATE - 8 WEEKS**

**ORGANISE SPEAKERS**

**EVENT DATE - 7 WEEKS**

**ORGANISE SUPPER**

**EVENT DATE - 7 WEEKS**

**ADVERTISE | FACEBOOK EVENT &  
CHURCH BULLETIN**

**EVENT DATE - 6 WEEKS**

**EMAIL #1 | THE INVITATION**

**EVENT DATE - 6 WEEKS**

**SOCIAL POST #1**

**EVENT DATE - 5 WEEKS**

**SOCIAL POST #2**

**EVENT DATE - 4 WEEKS**

**EMAIL #2 | INVITEE RSVP  
FOLLOW-UP**

**EVENT DATE - 3 WEEKS**

**SOCIAL POST #3**

**EVENT DATE - 3 WEEKS**

**CONFIRM SPEAKERS & SUPPER**

**EVENT DATE - 3 WEEKS**

## WHAT

## WHEN

**FINALISE POWERPOINT**

**EVENT DATE - 2 WEEKS**

**PRINT BOOKLETS (IF APPLICABLE)**

**EVENT DATE - 2 WEEKS**

**SOCIAL POST #4**

**EVENT DATE - 2 WEEKS**

**SOCIAL POST #5**

**EVENT DATE - 1 WEEK**

**FINALISE ATTENDEE LIST FOR CATERING**

**EVENT DATE - 1 WEEK**

**ORGANISE SPEAKER GIFT**

**EVENT DATE - 1 WEEK**

**EMAIL #3 | ATTENDEE NEXT STEPS**

**EVENT DATE + 1 WEEK**

**EMAIL #4 | RECRUITING CONFERENCE INVITE**

**CONFERENCE DATE - 8 WEEKS**

