

BIG DAY COUNTDOWN

For Easter, Christmas or any big Sunday. Write in the dates, then check them off.



BIG DAY

DATE

POINT PERSON

WHEN	WHAT'S DONE	DATE	OWNER	DONE
16 weeks	Theme, services and budget decided			☐
12 weeks	Designer briefed, concepts shared			☐
10 weeks	Main design approved			☐
8 weeks	Versions made, print and mailers ordered			☐
6 weeks	Invite cards handed out, announce the date			☐
5 weeks	Banners and signs ordered			☐
4 weeks	Volunteers recruited, video finished			☐
3 weeks	Banners up, keep handing out invites			☐
2 weeks	Social invite and shareable text sent to members			☐
1 week	Final slides, follow-up plan ready			☐
Big day	Welcome guests, one clear next step			☐
Week after	Follow up, thank volunteers, debrief			☐

OUR NEXT STEP FOR GUESTS

WHAT WE WANT EVERY GUEST TO DO NEXT

HOW WE'LL FOLLOW UP, AND WHO WILL DO IT