

# Talk about Vocations - Checklist (3)

Task	Person Responsible	Completed
<b>Three weeks before the event</b>		
Invite people to help organise the event		
Approach venue and set a date		
Advertise a 'save this date' in the newsletter		
Begin praying for those who will participate		
Purchase extra resources such as coasters and prayer cards using the order form enclosed or by visiting <a href="http://www.ukvocation.org">www.ukvocation.org</a>		

Task	Person Responsible	Completed
<b>Two weeks before the event</b>		
Plan the content with the organising team		
Invite three people to speak		
Feature information about this event in the newsletter and on parish communications		
Create a simple invite that answer the following questions: Who? What? Where? When? and Why?		

Task	Person Responsible	Completed
<b>One week before the event</b>		
Flyers given out at parish masses and events		
Touch base with venue, speakers and organising team to make sure all is set		
Delegate responsibilities such as set up, welcome, clear up		