**FAMILYFEST FALL BIG EVENT (Planning)**

Sunday, September 11

\*Following Sunday AM Service Familyfest Event (Carnival/festival atmosphere geared toward young families)

\*Begin Masquerade Sermon Series (Deals with deception in our family lives)

**Notables**

* Teen Drama (September 11)
* Kids Choir (September 18)

**Outreach**

* Billboard (Month before)
* Constant Contact Emails
* School Folders
* Movie
* Congregational Invites (3 Weeks before)
* Participant Invites (Mailed 2 weeks before)
* Past Attendees Invites (Mailed 3 weeks before)

**Event**

* Petting Zoo
* Clowns
* Blow Ups
* Food
* Games

**Weekly Checklist**

* 12 wks plan: what, who, when, where, how
* 11 wks start contacting and recruiting everyone to be involved
* 10 wks begin rehearsals (children’s program, adult musical, etc.)
* 9 wks prepare videos, print registration materials, handouts and brochures
* 8 wks start training all the teams (first impression, follow up, nursery, outreach)
* 7 wks continue training (collect invite contacts from those involved)
* 6 wks with excitement ask for more volunteers
* 5 wks rehearsals and contacts continue
* 4 wks engage public marketing, contact media and give press-releases
* 3 wks start advertising with excitement (invite participant’s contacts)
* 2 wks go through everything with everyone involved during rehearsal after church
* 1 wk make sure everyone is ready, excited and inviting all their family & friends.
* 2 days before set up everything and do a run through.