

# PREPARATION TIMELINE

## CHECKLIST

The following is a checklist of tasks that need to be completed throughout the course of our partnership. These tasks are listed by month and week prior to the event start date.

**Upon Confirmation of Partnership:** You will receive several emails with the following forms to be filled out and returned to Compassion.

### Email #1: Forms for Partnership

- W-9
- ACH for direct deposit (optional)
- Certificate of Insurance

### Email #2: Contract Agreements

- Master Service Agreement (MSA)
- Statement of Work (SOW)

### 2 Months Before Event:

- Choose and confirm your Speaker.
- Send the Speaker Resources link to your chosen Speaker and instruct them to go through the various trainings and resources, especially the Compassion Presentation document.
- Determine the timing and placement of the presentation. Ideally, the presentation should be somewhere in the middle of the event so there is enough time for response throughout the remainder of the event. It's also key to place the presentation just before a break to maximize response. The presentation should be a minimum of 10 minutes.
- While creating the event schedule, make sure to add reminders for attendees to return their packet to the booth to complete their sponsorship. These reminders should be during sessions after the presentation.
- Choose and confirm your Booth Manager.
- Send the Booth Manager Resources link to your chosen Booth Manager and instruct them to go through the various trainings and resources, particularly the Booth Manager Training document and Why Compassion Flyer.

## 1 Month Before Event:

- Choose your presentation video with your Speaker (video options are in the Partnership Portal).
- Confirm that your Speaker has completed the speaker training video, read the documents in the Partnership Portal and is working on their presentation.
- Recruit Packet Pass Volunteers to hand out packets during the presentation. The number of volunteers you will need may vary from four for an audience of 100, up to eight for an audience of 500. Recruit Packet Pass Volunteers from your network of event volunteers, event staff, church staff or other willing participants.

## 2 Weeks Before Event:

- If your attendance expectations have changed since our initial conversation, please email [events@us.ci.org](mailto:events@us.ci.org) with updated numbers so we can have the appropriate number of packets shipped to your event.

## 1 Week Before Event:

- You will receive a box of materials from Compassion (see Box Contents list below to make sure that you received everything you will need for your event).
- Download and prepare slides from the Portal.
- Download your presentation video and make sure it plays well with your event sound/audio equipment.
- Print out your Speaker's presentation.
- Confirm that the Speaker is practicing their presentation.
- Confirm the Booth Manager has gone through the Partnership Portal training documents and all of their questions were answered by Compassion.
- Confirm your Packet Pass Volunteers. Your Booth Manager will need their contact information and an established time to train the Packet Pass Volunteers before the presentation.

## 1 Day Before Event:

- You will receive a Post-Event Report email. This will be filled out and emailed to [events@us.ci.org](mailto:events@us.ci.org) at the conclusion of your event.

## First Day of Event:

- Make sure your Speaker has a child sponsorship packet in-hand so that they may reference that child during the presentation.
- After the presentation, at several points throughout the remainder of the event, have your emcee or Speaker remind the audience to turn in their completed sponsorship forms.
- We are praying for you and your event today! Thank you for your partnership to release children from poverty in Jesus' name.

## Last Day of Event:

- Complete and email the Post-Event Report within 24 hours of event completion.
- Put completed sponsorship forms in the white envelope provided, place the pre-paid overnight FedEx label on the outside of the envelope and drop it off with a FedEx employee at your local FedEx (not a FedEx drop box). If your label gets misplaced, please email [events@us.ci.org](mailto:events@us.ci.org), and we will send you a new one.
- Please know that the child packets expire just a few short days after your event. At that time, any children who were not sponsored will automatically go back onto our list of unsponsored children, making them available to find sponsors at future events. Feel free to throw any unsponsored packets away.
- Throw away any other materials from the box except for your Scripture Journal — be sure to keep that and ENJOY our gift to you! It's our way to say THANK YOU for all you've done for the children!

## Day After Event:

- If you have not done so already, drop off the completed sponsorship forms with an employee at FedEx today.
- If you have not done so already, complete your Post-Event Report, and email it to Compassion ([events@us.ci.org](mailto:events@us.ci.org)).
- You should receive a feedback survey today via email. Please take a few minutes to complete it – this will help us know how we can serve you better at your next event!

## Payment Calculation Date:

- You will receive an event update email with the final payment calculation following your event.
- Your check or ACH payment will arrive within three weeks of the update email.

## Box Contents:



**Other items in your kit:**

- **Why Compassion Flyer** - This is a resource for you to reference if individuals have questions.
- **Form Instructions** - How to sign up a sponsor.
- **Overnight Return Envelope and Labels** - These are to send back the sponsorship forms after the event.
- **Host Gift** - To thank you for advocating for children in poverty!

① Tabletop Sign #1

② Tabletop Sign #2

③ Large Poster

④ Child Packet Easel - 2 per box

⑤ Individual Child Packets - These are the packets of children to be sponsored.

⑥ Pens

⑦ Disposable Tablecloth