

Generosity Conversations

8 WEEKS BEFORE EVENT

- KNOW/FEEL/DO exercise with team
- Select date
- Confirm venue location with A/V
- Register event with Generous Giving
- Confirm facilitator for event

6-8 WEEKS BEFORE EVENT

- Create invitation and build list of invitees
- Send invitation
- Call or text to make personal connections with invitees
- Secure RSVPs
- Finalize meal selections

1-2 WEEKS BEFORE EVENT

- Create collateral for folders
- Confirm number of attendees
- Confirm travel plans with facilitator, if needed

TWO DAYS BEFORE EVENT

- Charge bluetooth speaker
- Print name tags
- Collect materials/books for the event
- Send a reminder email to attendees

DAY OF GENEROSITY CONVERSATION

- Pray for the attendees and event
- Arrive early to venue to set up and test A/V

ONE WEEK AFTER EVENT

- Send a personal thank you email with next steps
- Pray for attendees as they make decisions after the event