**JH Night Timeline**

**6 Weeks Out:**

* Have first meeting with the team to brainstorm potential JH Night locations
* Call potential JH Night locations to get quotes for pricing
* By end of week, have location secured
* Create registration link- update with address, time, cost, and waivers if needed
* Create communication to be sent out to parents when they register their student that includes the address, time, and food we will be providing.
* Determine promotion plan

**4 Weeks Out:**

* Begin promoting on social media and during post service announcements
* Create communication to be sent out to parents inviting them to register their student- will be sent out week of JH Night
* Begin asking dream teamers to volunteer
* Determine the “spiritual element” of the night (Normally a volunteer sharing a brief testimony)

**2 Weeks Out:**

* Finalize volunteer list
* Give staff specific roles for the night (who will be handling check in, sign ups at the door, picking up food etc.)
* Determine any last-minute to-dos (purchasing pizza, cookie cake, etc.)
* Continue to promote to students & parents
* Determine any post-event communication