

Boston Catholic Men's and Women's Conferences

2010 Parish Captain Promotion Checklists

√	Task	Timing
	Meet with Pastor to seek approval to promote the conferences	ASAP
	Purchase/reserve block of tickets for your group	ASAP
	Reserve bus, setup carpools, or coordinate other means of group transportation	Women, ASAP Men, soon as necessary
	Recruit co-captains (perhaps to have male and female co-captains) for your parish if needed	ASAP
	Extend invitations: Prior Year Attendees, Family & Friends, Parish Staff, CCD teachers/directors, Men's/Women's groups, Youth Group, etc.	Ongoing!
	Display posters in all entry-ways of the Church/parish center <i>(with pastor's permission)</i>	ASAP
	Recruit recruiters: Assemble a recruiting team	ASAP
	Link conference website to parish website	ASAP
	Parish Weekend Event (Women's Conference Focus) Announcements for the end of Mass/After Mass Distribute business cards Assure everyone knows there is a group going together	As soon as possible! Perhaps Feb 6/7 or Feb 13/14
	Submit weekly bulletin announcements (Women's Conference Emphasis)	Jan 17 - Feb 21
	For Women's Conference: Distribute tickets, prepare badges, make last minute invitations, organize transportation	February 20-26
	Update Posters for Men's Conference (tear off WC half)	By March 6-7
	Submit General bulletin announcement (Men's Conference Focus)	February 27 - April 11
	Parish Weekend Event (Men's Conference Focus) Announcements for the end of Mass/After Mass Distribute business cards Assure everyone knows there is a group going together	Target March 20/21 (before Palm Sunday)
	For Men's Conference: Distribute tickets, prepare badges, make last minute invitations, organize transportation	April 10-16
	Pray for success of conference and for all those attending	On-going