

## Be the Blessing Packing Event Timeline

### **6-9 months ahead of the packing event**

- Gather a team of people from your community who are interested in bringing a packing event to your area.
- Select 2-3 possible dates for your packing event.
- Host a video meeting or conference call with a God's Pit Crew (GPC) representative to discuss preliminary questions.
- Review possible venues with your GPC representative. A GPC representative may visit your site.
- Complete the site agreement and send a deposit to hold your date on the GPC calendar.
- After the site is determined and the agreement is submitted, begin networking in your community to let them know about the packing event.
- Begin fundraising efforts. Approach individuals, churches, clubs, schools, and businesses about becoming sponsors.
- Hold regular meetings with your team to pray, encourage one another, and develop a plan for promotion and fundraising strategies.

### **3 months ahead of the packing event**

- GPC sets up the volunteer registration site for your event on the GPC website and provides you with the link.
- Your GPC representative updates you weekly with a report of who has signed up.

### **6 weeks ahead of the packing event**

- Remit 80% of the total funds needed for the packing event to GPC for the purchase of the items needed to pack the Blessing Buckets.
- Continue to recruit volunteers for the event.
- Continue to fund raise.

### **1 week ahead of the packing event**

- Remit the final 20% of the total funds for the event to GPC.
- GPC sends out a reminder notice to all registered volunteers via email or text.

### **1-2 days ahead of the packing event**

- GPC sends out another reminder notice to all registered volunteers via email or text.
- The GPC Be the Blessing Team arrives to set up for your event.