

Songs of Love Event Timeline

Ready, Set, Sing.....

Use this easy Songs of Love Event Planner to successfully plan your Songs of Love event!

Set a Date, Time and Place

- Follow the appropriate procedure for your school or location and reserve a space big enough to hold your group! The recording equipment requires little space. You can sing in your auditorium, cafeteria, a classroom or your own favorite location! Use your sponsor sheet from Songs of Love, or order one if you need to.

Build your Team

- Designate what groups will be involved.
- Invite a representative from each group to plan your event.
- Show video at the meeting.
- Share date, time location information.
- Helpful committees and volunteers that you will need: event emcee, refreshments, clean up, publicity, accounting.
- Distribute sponsor sheets to each group leader. Distribution should be no more than four and no less than two weeks leading up to the event.
- Explain that every participant will be making a direct contribution to the life of a sick child through song and contributions raised.
- **Publicize** event through media available in your school. Contact local papers and send a press release explaining the program.

Night of the Event

- Accounting committee collects sponsor sheets and pledge money. This can be done with the team leaders. Make sure you have someone who can introduce John to the group. He will take it from there!

Sing Your Song of Love!!!!

After the song is recorded, you will hear it played back right away.

You may want to present John and the foundation with a "grand total" amount.

You may also want to recognize each team in attendance along with the top contributors.

Be sure to thank everyone who helped organize the event.

Celebrate! It is nice after the event to provide some snacks and drinks.

Teams can split up bringing in snacks, drinks, paper goods, etc.

Don't forget to assign a clean up committee!!

*Go home realizing you have made a difference
in the lives of sick children!*