

## 2008 Yes We Care Programme of Events

*This Programme of Events does not include the minor detail of the organising process. The Job Descriptions have additional responsibilities outlined. The purpose of this document is to demonstrate the different stages of organisation in a proper sequence so that each person will have dependant resources and information at hand to effect their responsibility.*

	Event	Time Frame	Actioned by:	Completed	
Preliminaries	Get the National Day Of Thanksgiving Date	August 2007	YWC Office	<input type="checkbox"/>	
	Set the YWC Date	August 2007	YWC Office	<input type="checkbox"/>	
	Plan YWC Launch Date etc.	August 2007	YWC Office	<input type="checkbox"/>	
	Update Website with Dates	August 2007	Website Administrator	<input type="checkbox"/>	
Development of Resources and Personnel	Produce DVD Promotional in time for the Concert of Prayer	September - mid October 2007	Marty	<input type="checkbox"/>	
	Produce Flash, Windows Media and QuickTime versions of the Promotional DVD	September - mid October 2007	Marty/Website Administrator	<input type="checkbox"/>	
	Promote YWC at the Prayer Concert (DVD etc.)	31 October 2007		<input type="checkbox"/>	
	Recruit Regional Coordinators	September to October 2007	YWC Office	<input type="checkbox"/>	
	Recruit Zone Coordinators	September 2007 to March 2008	Regional Coordinators	<input type="checkbox"/>	
	Develop Info Pack ready for February	September 2007 to January 2008	YWC Office	<input type="checkbox"/>	
	Develop Regional Promotional Evening Packages	September 2007 to January 2008	YWC Office	<input type="checkbox"/>	
	Info Packs and Regional Promotional Packs made available on website	September 2007 to January 2008	Website Administrator	<input type="checkbox"/>	
	Promotional Stage Engage Churches and Volunteers	Send out Info Packs around YWC launch time	February / March 2008	YWC Office	<input type="checkbox"/>
		<b>YWC Launch</b>	<b>29 February 2008</b>		<input type="checkbox"/>
Plan & Run Regional Promotional Evenings		March to April 2008	Regional Coordinators	<input type="checkbox"/>	
96 Five Promotion: YWC Event & Regional Promotional Evenings		March to May 2008	96 Five	<input type="checkbox"/>	
Recruit Churches and Church Coordinators		March to May 2008	Regional and Zone Coordinators	<input type="checkbox"/>	
Recruit Team Leaders		March to May 2008	Church and Zone Coordinators	<input type="checkbox"/>	

## 2008 Yes We Care Programme of Events

*This Programme of Events does not include the minor detail of the organising process. The Job Descriptions have additional responsibilities outlined. The purpose of this document is to demonstrate the different stages of organisation in a proper sequence so that each person will have dependant resources and information at hand to effect their responsibility.*

	Event	Time Frame	Actioned by:	Completed
Organisational Stage - Teams (both church & non church based), Zone Rallying Locations, Zone Activities	Organise Zone Rallying Locations	March to May 2008	Regional and Zone Coordinators	<input type="checkbox"/>
	Organise Zone Barbecues, the YWC day's procedures and programme	March to May 2008	Zone Coordinators	<input type="checkbox"/>
	Prepare Client Packs for Teams	March to mid May 2008	YWC Office until 2 weeks before event, then Zone Coordinators	<input type="checkbox"/>
	Assign Team Leaders (Church based/Non Church based)	March to May 2008	Church Coordinators / Zone Coordinators	<input type="checkbox"/>
	Visit Clients to prepare for the work team.	March to May 2008	Team Leaders	<input type="checkbox"/>
	Assign Volunteers to Teams (Church based/Non Church based)	March to May 2008	Church Coordinators / Zone Coordinators	<input type="checkbox"/>
	<b>YWC Event</b>	<b>31 May 2008</b>		<input type="checkbox"/>
Review Stage	All Job Descriptions and Team Registration forms to be returned to the YWC Office	June 2008	Team Leaders, Church Coordinators and Zone Coordinators	
	Review documentation and make suggestions to YWC Office.	June 2008	All Coordinators, Team Leaders and YWC Office	<input type="checkbox"/>
	Submit testimonies, photos etc suitable for promoting the next YWC to YWC Office	June 2008	All Coordinators & Team Leaders	<input type="checkbox"/>
	Official Review of YWC	June / July 2008	YWC Office and Regional Coordinators	<input type="checkbox"/>
	Write an official report on YWC	June / July 2008		<input type="checkbox"/>
	Update website with photos, report etc.	June / July 2008	Website Administrator	<input type="checkbox"/>