

Week 7 Christian School Feed the Need Checklist



Event Director

- Begin selection of fundraiser gifts
- Drive Strategic Funding with Strategic Funding Captain
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Classroom Captain

- Decorate Teachers' Lounge with Spirit Day theme
- Push for Door Decorating Contest
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Corporate Sponsor Captain

- Conduct combined team meeting. Get reports of specific contacts made and track progress
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Strategic Funding Captain

- Conduct combined team meeting. Get reports of specific contacts made and track progress
- Get key alumni to attend Kickoff if local or to give to event as an event sponsor if they live out of town
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Communication/PR Captain

- Edit and convert videos to vimeo
- Post social media updates on Monday, Wednesday and Friday
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Day of Event/Hospitality Captain

- Continue to secure donated items (water, snacks, door prizes, etc.)
- Make sure Kickoff logistics are handled: Drawing Items, Food and Beverage, Decorations, PA System, Projection Ability, Cardboard Testimonies, Registration Tables, Materials/Pens
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Data Captain

- Update fundraiser information based on recruitment
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach

Prayer Captain

- Pray daily for unity and for teacher and student enthusiasm
- Pray Ephesians 3:20 over you event
- Pray for strong turnout and response at Kickoff night
- Pray for students
- Pray for favor in finding underwriters, corporate sponsors, matching funds donors and alumni
- Continue to personally fundraise
- Weekly Activity and Strategic Timeline Review with Event Coach