

No. of Weeks Before Event	Day	Action Steps	Resources You Need
<b>9-12</b> Weeks Out	During week:	<ul style="list-style-type: none"> <li>Sign up to become a Promise Keepers <b>Supporting Church</b> and receive your free pastor's registration. (Complete and return form.)</li> <li>Ask your <b>Pastor to commit to attend</b> the Promise Keepers Event, as their example is important!</li> <li>Appoint a <b>Group Leader</b> and form a team. Appoint a <b>Transition Youth Event Co-ordinator</b>.</li> <li>Use Faxback form to <b>order resources</b> from Promise Keepers.</li> <li>Set up church's <b>Group Registration</b> online at <a href="http://www.promisekeepers.org.nz/Registration">www.promisekeepers.org.nz/Registration</a></li> <li>Develop a database of all men in your church then send all men an <b>email invitation</b> with link (above), Group Name and Contact Person for online registration. (See <a href="http://www.promisekeepers.org.nz/promo_tools">www.promisekeepers.org.nz/promo_tools</a> for email template #1.)</li> <li>Consider holding a <b>local event</b> (with other churches?) where you can call men to biblical manhood and promote the Event. Contact Promise Keepers for details and assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Supporting Church form</li> <li>Group Leader</li> <li>Support team</li> <li>Transition Co-ordinator</li> <li>Faxback form</li> <li>Promise Keepers website</li> <li>Database of men</li> <li>Email template #1</li> </ul>
<b>8</b> Weeks Out <b>SUPER GROUP RATE \$74</b> <b>DISCOUNT CUT-OFF</b> DUNEDIN 8 June CHRISTCHURCH 22 June TAURANGA 6 July WELLINGTON 20 July AUCKLAND 17 Aug	Sunday:	<ul style="list-style-type: none"> <li>Meet as a team to <b>pray and plan</b>.</li> <li>Have your IT expert embed the <i>Forging Tomorrow's Men</i> promo video into your church's website and share it on your Facebook page.</li> <li>Prepare <b>church bulletin insert #1</b> for use on Sunday(s). (See website Promo Tools page for template.)</li> <li>Put up <b>Event posters</b> in church. Don't forget to put some in the men's toilets!</li> <li><b>Introduce the Forging Tomorrow's Men Event</b> to church. <b>Announce 8 wk discount cut-off date is tomorrow</b> - register now for best price. Wives write dates in diary!</li> <li>Ask people (especially women) to <b>pray!</b></li> <li>Use <b>PowerPoint presentation #1</b> in services. (See <a href="http://www.promisekeepers.org.nz/promo_tools">www.promisekeepers.org.nz/promo_tools</a> for template.)</li> <li>Hand out <b>Event brochures</b> and have your team circulate, handing out <b>invitation cards or bookmarks</b>.</li> </ul>	<ul style="list-style-type: none"> <li>Event promo video</li> <li>Bulletin insert #1</li> <li>Event posters</li> <li>PowerPoint #1</li> <li>Event brochures</li> <li>Invitation card, bookmarks</li> </ul>
<b>7</b> Weeks Out	During week: Sunday:	<ul style="list-style-type: none"> <li>Phone all men on your database. Sign up committed men and identify undecided men.</li> <li>Put up <b>Promise Keepers Event sign</b> outside church. (Order this on the Faxback form.)</li> <li>Prepare <b>church bulletin insert #2</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>Plan a <b>roadtrip</b> for your Group. (See Roadtrip info on website Group Info page for details.)</li> <li>Plan and action a <b>fundraiser</b> for men in financial need. (See website Group Info page for fundraiser ideas.)</li> <li>Have <b>Pastor endorse</b> the Event from the pulpit: "I'm going, who's coming with me?" is most effective.</li> <li>Hand out <b>Event brochures</b> and <b>invitation cards or bookmarks</b>. Cards and bookmarks are non-threatening.</li> </ul>	<ul style="list-style-type: none"> <li>Database of men</li> <li>Event sign</li> <li>Bulletin insert #2</li> <li>Roadtrip info</li> <li>Fundraiser ideas</li> <li>Pastor's endorsement</li> <li>Brochures, cards, bookmarks</li> </ul>
<b>6</b> Weeks Out	During week: Sunday:	<ul style="list-style-type: none"> <li>Meet as a team to <b>pray and plan</b>.</li> <li>Call/fax Promise Keepers if you need <b>more brochures</b>.</li> <li>Prepare <b>church bulletin insert #2</b> for re-use on Sunday. (See website Promo Tools page for template.)</li> <li>Start planning for <b>after Event</b>. See <b>Following the Event</b> sheet for ideas on capturing momentum from the Event.</li> <li>Ensure <b>Event brochures</b> are available.</li> </ul>	<ul style="list-style-type: none"> <li>More Event brochures</li> <li>Bulletin insert #2</li> <li>Following the Event sheet</li> </ul>
<b>5</b> Weeks Out	During week: Sunday:	<ul style="list-style-type: none"> <li><b>Pastors and leaders to sign up first</b> on clipboard sign-up lists, ready for Sunday.</li> <li>Phone Promise Keepers for <b>list of registered men</b>. Add these to clipboard lists so new men know they're not first to sign up.</li> <li><b>Email men</b> to encourage them to sign up. (See website Promo Tools page for email template #2.)</li> <li>Find enthusiastic <b>volunteers</b> for <i>Forging Tomorrow's Men</i> Sunday for manning table and promotion.</li> <li>Prepare <b>church bulletin insert #2</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>Announce <i>Forging Tomorrow's Men</i> <b>SIGN-UP BEGINS TODAY</b>.</li> <li>Use <b>personal testimonies</b> in service from men who attended last year.</li> <li>Use <b>promo DVD or PowerPoint presentation #2</b> in service. (See website Promo Tools page for template.)</li> <li>Announce <b>roadtrip</b> plans and encourage men to sign up!</li> <li><b>Pastor to endorse</b> <i>Forging Tomorrow's Men</i> Event, <b>pray</b> for it and for men who will attend.</li> <li>Man <b>sign-up table</b> in foyer. Have <b>enthusiastic volunteers</b> with clipboard lists <b>approach men</b> after service.</li> </ul>	<ul style="list-style-type: none"> <li>Clipboard lists</li> <li>List of registered men</li> <li>Email template #2</li> <li>Enthusiastic volunteers</li> <li>Bulletin insert #2</li> <li>Testimonies</li> <li>Promo DVD/PowerPoint #2</li> <li>Pastor's endorsement</li> <li>Event display table</li> <li>Enthusiastic volunteers</li> </ul>
<b>FORGING TOMORROW'S MEN SUNDAY™</b>			
<b>4</b> Weeks Out	During week: Sunday:	<ul style="list-style-type: none"> <li>Prepare <b>church bulletin insert #3</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>Organise roster of <b>volunteers</b> for phoning men next week.</li> <li>Circulate <b>promo DVD</b> and <b>Event brochures</b> to other groups in church (men's/women's/youth groups).</li> <li>Finalise <b>roadtrip</b> plans - transport, food, Saturday night activity if staying on. (See website Promo Tools page for Roadtrip info.)</li> <li>Announce <b>3 week discount cut-off is next week</b>.</li> <li>Use <b>PowerPoint presentation #3</b> in service. (See website Promo Tools page for template.)</li> <li>Man the sign-up table &amp; have enthusiastic volunteers with clipboard lists <b>approach men</b> after service.</li> </ul>	<ul style="list-style-type: none"> <li>Bulletin insert #3</li> <li>Volunteers</li> <li>Promo DVD &amp; brochures</li> <li>Roadtrip info</li> <li>PowerPoint #3</li> <li>Clipboard lists</li> </ul>
<b>3</b> Weeks Out <b>EARLY GROUP RATE \$79</b> <b>DISCOUNT CUT-OFF</b> DUNEDIN 13 July CHRISTCHURCH 27 July TAURANGA 10 Aug WELLINGTON 24 Aug AUCKLAND 21 Sep	During week: Sunday: Sunday/ Monday:	<ul style="list-style-type: none"> <li>Meet as a team to <b>pray and plan</b>.</li> <li><b>Email</b> all the men of the church asking, "Have you signed up yet?" <b>3 week discount ends this coming Sunday</b>. Direct men to the <b>website</b>. (See website Promo Tools page for email template #3.)</li> <li>Prepare <b>church bulletin insert #3</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>Use database list to <b>phone and invite</b> all unregistered men.</li> <li>Write <b>names of registered men</b> onto large whiteboard to put up in church. (See website Promo Tools page for details.)</li> <li>Put up <b>whiteboard</b> in auditorium. During service ask church to pray for these men.</li> <li><b>Pastor to endorse</b> Event again: "I'm going, who's coming with me?"</li> <li>Announce <b>3 wk discount cut-off is tomorrow</b>. Use <b>08 highlights</b> from promo DVD and/or <b>PowerPoint presentation #3</b> in service. (See website Promo Tools page for template.)</li> <li>Man the <b>sign-up table</b> and have volunteers with clipboard lists <b>approach men</b>.</li> <li><b>Go online and register</b> all unregistered men or email spreadsheet to Promise Keepers (download from website Registration page) and make payment to <b>receive 3 wk discount</b> (7+ men qualifies for <b>Group 3 wk discount</b>). Registration packs for Group will be sent to Event Co-ordinator this coming week. This helps you recover money owing to you.</li> </ul>	<ul style="list-style-type: none"> <li>Email template #3</li> <li>Bulletin insert #3</li> <li>Database list</li> <li>Large whiteboard</li> <li>Pastor's endorsement</li> <li>Promo DVD/PowerPoint #3</li> <li>Volunteers</li> <li>Clipboard lists</li> <li>Website</li> <li>Cheque/Credit Card</li> </ul>
<b>2</b> Weeks Out <b>FULL GROUP RATE \$84</b>	During week: Sunday:	<ul style="list-style-type: none"> <li>Make <b>follow-up phone calls</b> to all undecided men. Be sensitive, but consider offering financial assistance if required.</li> <li>Prepare <b>church bulletin insert #4</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>See <b>Following the Event</b> sheet for strategies on capturing momentum from the Event.</li> <li>Continue <b>collecting names</b> on clipboard lists.</li> <li><b>Go online and register all unregistered men</b> or (email spreadsheet) and make payment. These men will be sent their registration packs personally.</li> </ul>	<ul style="list-style-type: none"> <li>Bulletin insert #4</li> <li>Following the Event sheet</li> <li>Volunteers</li> <li>Clipboard lists</li> <li>Website</li> <li>Cheque/Credit Card</li> </ul>
<b>1</b> Week Out	During week: Sunday: Sunday/ Monday:	<ul style="list-style-type: none"> <li><b>Email</b> to men: "It's not too late to join us!" (See website Promo Tools page for email template #4.)</li> <li>Prepare <b>church bulletin insert #4</b> for use on Sunday. (See website Promo Tools page for template.)</li> <li>Plan for <b>testimonies</b> in Sunday service immediately after <i>Forging Tomorrow's Men</i> Event. See <b>Following the Event</b> sheet.</li> <li>Highlight this is the <b>LAST SUNDAY to sign up</b>. (Often the last men to sign up are the ones who really need to be there.)</li> <li>Use <b>PowerPoint presentation #4</b> in service. (See website Promo Tools page for template.)</li> <li>Continue <b>collecting names</b> on clipboard lists.</li> <li><b>Go online and register all unregistered men</b> or (email spreadsheet) and make payment. These men will need to pick up their registration packs at the <i>Forging Tomorrow's Men</i> Event: <b>they will not be posted</b>.</li> <li>Finalise <b>roadtrip</b> plans.</li> </ul>	<ul style="list-style-type: none"> <li>Email template #4</li> <li>Bulletin insert #4</li> <li>Following the Event sheet</li> <li>PowerPoint #4</li> <li>Volunteers</li> <li>Clipboard lists</li> <li>Website</li> <li>Cheque/Credit Card</li> </ul>
<b>FORGING TOMORROW'S MEN EVENT</b>	Fri & Sat	<p><b>DUN 31 July-1 Aug   CHC 14-15 Aug   TGA 28-29 Aug   WLG 11-12 Sept   AKL 9-10 Oct</b></p> <ul style="list-style-type: none"> <li>Fri: Unregistered men bring payment to Group Help Desk and pick up registration pack. (They will need your Group Name and Contact Person.) Look forward to what God will do in your men at this awesome Event!</li> </ul>	<ul style="list-style-type: none"> <li>Sign-up list</li> <li>Cheque/Credit card</li> </ul>
<b>Day After Event</b>	Sunday:	<ul style="list-style-type: none"> <li>Let men <b>testify</b> about what happened to them at the <i>Forging Tomorrow's Men</i> Event.</li> </ul>	<ul style="list-style-type: none"> <li>Testimonies</li> </ul>
<b>Week Following Event</b>		<ul style="list-style-type: none"> <li>Promote and start <b>Men's Small Groups</b>.</li> <li>Approach men about involvement in <b>Men's Ministry</b>. Start or strengthen your Men's Ministry Team.</li> <li>Contact Promise Keepers for assistance with your Men's Ministry.</li> </ul>	<ul style="list-style-type: none"> <li>Good keen men!</li> <li>Promise Keepers</li> </ul>
<b>2-3 Months After</b>		<ul style="list-style-type: none"> <li>Provide opportunity for men (or their wives) to <b>testify</b> to what they are applying as a result of the Event.</li> <li>See <b>Following the Event</b> sheet for ideas on capturing and sustaining the momentum from the Event.</li> <li>Plan your <b>vision</b> for next year. Contact Promise Keepers for further assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Testimonies</li> <li>Following the Event sheet</li> <li>Promise Keepers</li> </ul>