



Action plan

After you have contacted Crosslinks here is an action plan to help you. We suggest you give yourself plenty of time and delegate out things early on.

Action

Who to do it

When to do it

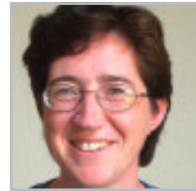
Set date with Crosslinks if you want them to send someone

What is my budget?
How much am I prepared to spend and what are the likely outcomes?

Order materials

See if there are others who want to help

Work out the timing of the event with Crosslinks if necessary



Action	Who to do it	When to do it
Decide who to invite		
Create invitations (please speak to us about using our logo and add our Charity Number)		
Invite people		
Follow up those invited		
Buy food/nibbles		
Set out food/drink/nibbles		
With permission take photos at the event and/or ask those attending for a quotation to send to a newspaper. Please contact Crosslinks if under-18s are included.		
After the event send a press release to the local newspapers and Christian press		
Send your photos and story to Crosslinks - if we can we'll publish them		

