**Pray United to Do List**

**2-3 Months Before**

* Get with Trisha to make a Save the Date and Invitation for Pray United
* Gather all elected officials
	+ All officials in Shelby County (mayors, judges, and commissioners)
	+ Mayors in surrounding area (Harpersville, Wilsonville, Chelsea, Vestavia, Alabaster and Pelham)
	+ Senators of Alabama
	+ US Representatives
* Prepare mailing labels for Save the Date and Invitation
* Contact Amanda to order flowers and see if she can help with arrangements.
* Order envelopes for invitations

**1 Month Before**

* Send Out Save the Date
* Make name tags for all elected officials that are invited (even if they are not coming or if they have not rsvp’d –have all name tags just in case they show up)
* Order plates (red square), napkins, silverware, ribbon, and cups
* Wrap all silverware
* Pray United needs to be a spotlight and announcement in the coming weeks.
* Get with Adam to make Prayer Guides for each table.
* Secure someone to sing National Anthem
* Secure AHG to lead the Pledge of Allegance
* Order Salt and Pepper shakers.

**2 Weeks Before**

* Send out invitations to elected officials
* Send email to deacons to rsvp
* Make sure Amanda knows how many tables will be needed and to go ahead and order flowers. Make sure to get a price, so that check will be ready.
* Contact Kristi Rice from American Heritage Girls to schedule them for the pledge during Pray united.
* Order food usually use Cracker Barrel or Full Moon and bagels from Panera.
* Arrange for table cloths to be cleaned. Medical Linen Service pick up is on Tuesday mornings at 6:45am. Bill Cook 380-5556
* Reach out to youth to schedule them to help seat people

**Week of Event**

* Buy orange juice and lemons for water
* Arrange with Amanda to make flower arrangements usually Thursday or Friday.
* Decorate tables
* Print Prayer guides for each table
* Print info cards for each table
* Print paper with Pray United logo for each table
* Pens for tables
* Blank Name tags for deacons and guest
* Sharpies
* Salt and Pepper at each table.
* Check Request form Amanda for $50 for her help with flowers.
* Ask 2 staff members to help at deacon and guest area at Commons Corner
* Ask 2 staff members to help at elected official sign in at Connection Point.
* Order 6 balloons in red white and blue to be put on sandwich boards.
* Make spread sheet of which deacon will be at each table and assign table number.
* Make a sheet to be used for seating of guest at each table.
* Make sure to have a list of names and titles for Adam the day of event. As people check in highlight the names.