

SHARE-A-THON CHECKLIST

ITEM	COMMENTS	RESPONSIBILITY
General Share-a-thon Information		
Summer 2016 Share-a-thon		
Date		
Theme		
Financial Goal		
Matching Gifts		
Advance Promotions - Status Reports & Thank-you		
Start On-Air Promos 3 Weeks Out		
Update the On-Air Promo 1 Week Out		
Each GM to Send Constant Contact 1 Week Out		
Send-out Constant Contact Status Reports Each Evening During Share-a-thon		
Guests		
Create Guest/Interview Schedule		
Record Interviews		
Share-a-thon Pledge Forms/Talking Points/Signs		
Edit Pledge Forms for Appreciation Gifts and Giving Levels		
Print Hard Copies of Pledge Forms, As Needed		
Develop Talking Points for Theme		
Collaborate on Talking Points w/ Team		
Print Hard Copies of Talking Points As Needed		
Music, Intros/Outros		
Gather Music		
Find Theme Song		
Create Intros/Outros		
Call Centers		
Acquire Volunteer Appr. Gift from Catholic Book Store		
Recruit Volunteers for Call Center		
Solicit Donated Meals for Volunteers		
Purchase Snacks and Refreshments (IF NEEDED)		

Travel Arrangements

- Hotel Reservations
- Plane Tickets
- Rental Car

Prayer Warriors

Contact Individuals/Convents/Monasteries to be Praying for the Success of the Share-a-thon

Develop GRN Family Prayer Schedule by Hour

Appreciation Gifts

Angel Level: \$10-\$29 per Month

Guardian Angel Level: \$30 or More per Month - Daily Appreciation Gift

Arch Angel Level: \$1,500 One Time, or \$125 per Month

Seraphim Angel Level: \$5,000 One Time

NFP Gift: \$30+ per Month

Past Donors

Prepare List of All Perpetual Donors 2 Weeks Before the Start of the Share-a-thon

Prepare List 2 Weeks Before the Start of the Share-a-thon of All Donors Who Have Fulfilled Their Pledges

Technology

Set up Computers

- Ensure PC's Can Access the Sharitython System

- Modify Share-a-thon/Sharitython Data - Theme,

- Giving Levels, Incentives, Language, etc...

Verify Links to Remote Studios

Phones

Set the Phones & Headsets Up and Test

Prepare Phone System

Record Phone Message

Ensure Correct Numbers are Active in Phone System,
and Test

Verify Message/Stream Works, and Calls go to
Phones Properly

Miriamtech

Inform Them of the Dates

MicahTech

Confirm w/ MicahTek Their Usage, and Provide Them
w/ Updated "Script"

Turn-off "800" Phone Line Forwarding to Avoid
MicahTech Charges