

ACTION CHECK LIST FOR PARISH ORGANISER

1. Arrange for the event to be publicised in your Parish Magazine, village diary and suchlike.
2. Ensure that your name, address and telephone number are on all Posters (Form E) and Sponsorship Forms (Form B)
3. Display posters in every conceivable location from July onwards and persuade as many parishioners as possible to do likewise. Further copies are available from your Deanery Representative.
4. Canvas as many people as possible to take part and give a Sponsorship/ Donation Form and sticker to anyone remotely interested. Even a church serving a small community should be able to find one or two to take part. Persuade anyone promising to take part to try to find others, their enthusiasm will be infectious. It is important to stress that people of all ages can take part. Also, ensure that everyone knows that helpers can be sponsored as well – for each hour they sit in the church or for making the tea, even by the number of cups they pour!
5. Ensure that on **Saturday 8th September** your church is open and manned during the day with the Welcome Poster ready for the listing of all entrants who visit.
6. Please ensure that details of your church – opening, refreshments, complementary event, WC etc are sent to Susan Taverner *before 14th July*. They will then be included in the '*Guide to Open Churches*' which will increase visitor numbers and your revenue.
7. The Welcome Poster should be prominently displayed on the day. If your church is not open on the day, ensure that it is pinned in the porch for participants to be able to "sign themselves in".
8. After the event collect all sponsorship monies and Forms B from participants as quickly as possible – please try to complete this by the end of October – and send them, together with the Remittance Advice (Form C), to the Treasurer, Susan Taverner.

When we have received your Total (or Final) payment we will return 50% to your parish, and send a 'Thank You' poster to display on your notice board.

COMPLEMENTARY EVENTS

Where members of your church are unable to take part by cycling, walking or riding, urge them to sponsor those who can – also, where possible, to arrange complementary events such as Coffee Mornings, Cream Teas, a Sponsored Brass Clean or Flower Festival – IN the church ON the day. This not only makes for a living, welcoming church for visitors, it encourages more folk to participate and helps generate more income.

BE CREATIVE

There are many alternatives to riding a bike or walking a distance. Think about:
A gathering to celebrate your church's history or architecture
Unusual forms of transport around your village or community
Giving a neighbour or friend a special outing as a treat
A sponsored group activity in your locality

GUIDANCE FOR THOSE WELCOMING VISITORS

1. It is very encouraging for supporters if your church can be manned by a rota of helpers between 9.00am and 5.00pm. If there are 'gaps' in the rota, please ensure that the Welcome Poster is pinned outside.
2. When a church is manned, you should sign the supporter's sponsorship/donation form (Form B) and see that their name is added to the Welcome Poster.
3. It would be greatly appreciated, especially by the supporters, if refreshments could be offered as well as access to toilet facilities.

County Organiser:

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Treasurer

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