

Celebration Worksheet

It's understandable that you may be confused as to how you should kick off a celebration. After all, the DonorWerx Framework specifies that it's not necessary for there to be big accomplishments to warrant a celebration. So, how can you create an effective celebration while helping others understand its importance?

The following worksheet will help you in this endeavor. Just like everything else in this framework, you need a plan laid out to succeed. After reviewing the example worksheet and filling out the blank form, you'll have everything you need to keep your team and congregation motivated for the long haul.

Celebration Worksheet (Example)

Identify why you're celebrating!

What does your church have to celebrate? Remember that even small celebrations for milestones are often warranted in order to keep everyone motivated.

We've hit our halfway point in the \$5,000 goal we need to expand our food pantry. We expected this to take two months, but it only took one.

What are you celebrating?

Are you celebrating people, progress or potential? Celebrations can be a combination of these elements.

We're celebrating progress, but we also want to thank the donors who made it possible and remind them that we'll be able to serve the entire surrounding area once complete.

How will you celebrate?

What will you use to celebrate? Remember that even a celebratory email can go a long way. Aim to send at least one of these emails weekly even if you're undertaking other celebrations.

We sent out milestone celebration emails each time we hit another \$1,000 mark, but now we want to host an event where the entire church can come together.

Event Checklist

Are you hosting an event to celebrate a big achievement? What about a significant milestone? If so, use the following checklist to make sure it's great!

- Decide on a budget and stick to it.
- Write down what goals you want to achieve.
- Choose a coordinator/contact person.
- Decide who the celebration will target (e.g. specific team, entire congregation?).
- Set date, time and location of event. Choose a time when most people are available.
- Come up with a message you want to convey to the audience. Remember to remind attendees how important this is.
- Plan everything far in advance (e.g. contact caterer, plan transport for guest speaker, etc).
- Ensure you have all items necessary to succeed (e.g. tables, chairs, name tags, etc).
- Alert target audience of the event (e.g. email, social media phone, announcement).
- Create a day-of minute-by-minute schedule (e.g. When will vendors arrive? Guests? Who's handling cleanup?).
- Ensure any audiovisual equipment you need is functioning properly.
- Follow-up after the event to show your appreciation. Get feedback.

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