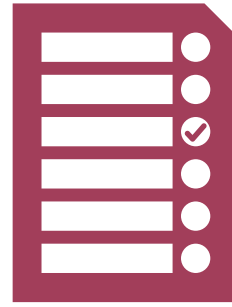


Organiser's Checklist



In Advance:

- Depending on the size of the event you are planning, gather a team of helpers to plan the event and lend a hand on the day.
- Decide on a suitable venue and make sure it is available on the date.
- Personal invitations are always received best - send invitations by text, email, WhatsApp and follow up just before the event to remind everyone.
- If you plan your event outdoors, make sure you have an alternative in case the weather doesn't cooperate. This is Ireland after all!
- Order literature (Church in Chains information leaflets and magazines) from office by email at info@churchinchains.ie or phone **(01) 2825393** stating how many copies you need of each publication.

On the Day:

- Prepare a Church in Chains table with literature we supplied and don't forget to place collections box(es) or baskets in visible places.
- If you can, please take some photos of your event and of any food you cook. We'd love to share the pictures of your fundraiser with other supporters.
- Don't forget to have FUN!

Afterwards:

Please tot up the donations and make out a cheque or transfer the total into our account. We will send you an acknowledgement of how much you raised.

Our address is: **Church in Chains, PO BOX 10447, Glenageary, Co. Dublin.**

Our bank details are: **IBAN IE22 IPBS 9906 1020 1759 05 BIC IPBSIE2D**

**Thank you for all your hard work
and for partnering with us on
behalf of persecuted Christians!**

