



## TIMELINE CHECK LIST - Please begin your promotions NOW!

### March – May

- Put this event on your calendars and plan to attend!
- Decide how many High School-aged youth you will send (the peer ministers, parish youth ministry group, the JV team, juniors or seniors, etc.). Please note that while this event will expose youth to a large church experience, this event is **NOT a Confirmation Retreat** and should not take the place of a Confirmation Retreat. It may be used as a great kick off to your parish youth ministry programs. Research shows that large events are helpful for youth engagement and faith formation.
- April 30<sup>th</sup> - Send in your "intent to participate" form.** This form is critical as we gather pertinent resources, plan food, and make other arrangements.
- Talk it up** in class, at youth group, in school, at scout meetings, via e-mail.
- Post and distribute flyers** and other promotional materials in print or on your websites with your contact information.
- Fundraise** as necessary. Arrange for **transportation**
- Gather an adult team** to help you communicate with the youth and parents (via Facebook, e-mail, texting, phone calls), to collect money and keep track of paperwork, and perhaps accompany you on the day of the event. Keep information flowing to youth, parents, pastor, and parish (Bulletins, announcements). **Coordinate** with DRE's, Confirmation Coordinators, Pastoral Teams, Campus Ministers and others involved in Religious Education or Catholic Schools to involve their young people in attending this event.
- Set a date NOW for your meeting with parents, youth, and chaperones in June or July and tell your youth & parents before the end of your program year. Meet with them to go over expectations for the day, and to wrap up loose ends like **permission forms**, transportation, food, schedule, etc.
- Create a design for a **t-shirt** (if you want t-shirts) to emphasize the identity of your parish/school group. We continue to encourage you to use **ROJO Ink** to get your t-shirts (because they give their profits to feed children in need) [www.rojoink.com](http://www.rojoink.com). Let them know it's for the Hartford CYE.

### SUMMER

- June 30<sup>th</sup>** –Early bird deadline \$25
- July 1<sup>st</sup> - August 30<sup>th</sup>** – Final cost and deadline to register \$30
- September 1<sup>st</sup>** – Registration CLOSED. Sorry, no walk-ins.
- Mon, Sept 10<sup>th</sup>** (6:00-8:30) – Group Leader Dinner & Orientation will be held at St. Paul High School, Bristol. **Note:** at least one group leader or chaperone from each group **must** attend orientation in order to pick up tickets, instructions/tour of facility, and any last minute information.